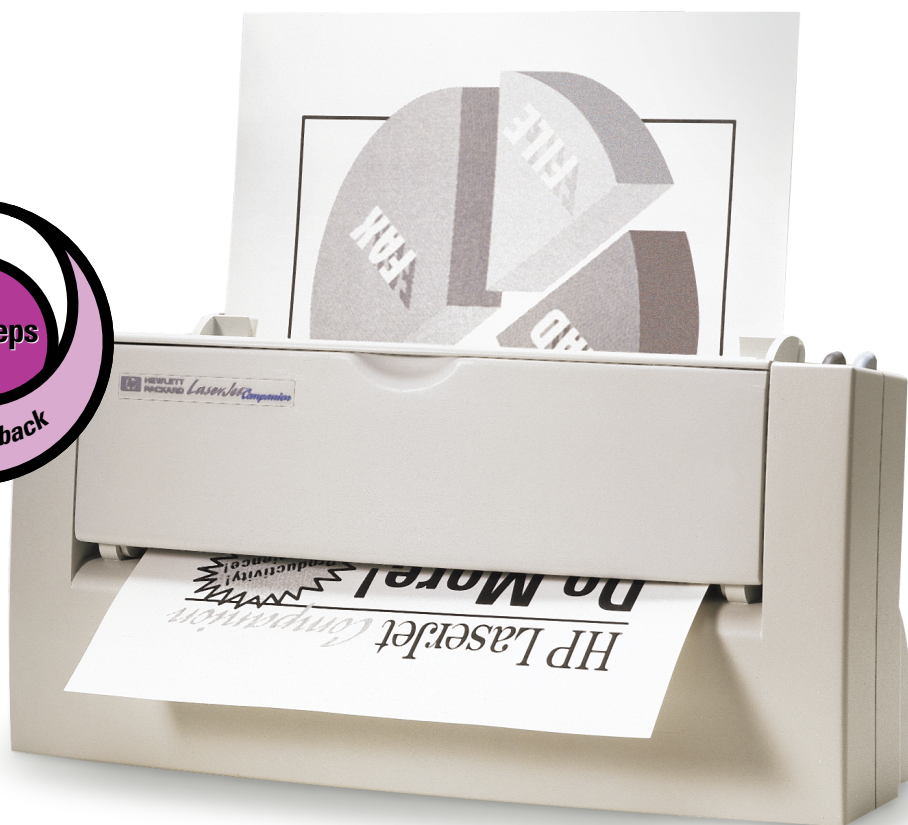


HP LaserJet *Companion*

 HEWLETT®
PACKARD

Printer Accessory
User's Manual



Take a look at all HP Support has to offer!

Thank you for your purchase. Along with your product, you receive a variety of support services from Hewlett-Packard and our support partners designed to give you the results you need, quickly and professionally.

Online Services: for 24-hour access to information over your modem, we suggest these services.	World Wide Web URL —Printer drivers, updated HP printer software, and product and support information may be obtained from http://www.hp.com , or in Europe from http://www2.hp.com . Japan: printer drivers may be obtained from: ftp://www.jpn.hp.com/drivers/ . Korea: www.hp.co.kr . Taiwan: www.hp.com.tw , with a local driver website of www.dds.com.tw .		
	HP Bulletin Board Service —Our electronic download service provides convenient access to HP printer drivers, updated HP printer software, product information, and troubleshooting hints. Dial (208) 344-1691 (U.S. and Canada) and set your communication software to N,8,1. European Bulletin Board Service numbers are listed at http://www2.hp.com . Taiwan (886-2) 923-3233. Korea: HITEL or CHOLIAN (Go HPK). Australia: (613) 9890 0276. New Zealand: (649) 356 3660.		
	America OnLine —(America OnLine/Bertelsmann available in France, Germany, and the UK)—Printer drivers, updated HP printer software, and support documentation are available to help you answer your HP product questions. Use Keyword HP to start your tour.		
	CompuServe —Printer drivers, updated HP printer software, and interactive sharing of technical information with other members are available on CompuServe's HP User's forums (GO HP), or call (800) 524-3388 and ask for representative #51. (CompuServe is also available in the UK, France, Belgium, Switzerland, Germany, and Austria.)		
Obtaining Software Utilities and Electronic Information: U.S. and Canada	Phone: (970) 339-7009 Fax: (970) 330-7655	Mail: Hewlett-Packard P.O. Box 1754 Greeley, CO 80632 USA	
Asia-Pacific Countries/Regions Australia/New Zealand	Fulfill Plus, (65) 740-4477 (Singapore, Malaysia, Indonesia, Hong Kong SAR) (612) 565-6099		
HP Direct Ordering for Accessories and Supplies	Call (800) 538-8787 (U.S.) or (800) 387-8164 (Canada).		
HP Support Assistant CD-ROM	This support tool offers a comprehensive online information system designed to provide technical and product information on HP products. To subscribe to this quarterly service in the U.S. or Canada, call (800) 457-1762. Fulfill Plus, (65) 740-4477 (Singapore, Malaysia, Indonesia, Hong Kong SAR)		
HP Service Agreements	Call (800) 446-0522 (U.S.) or (800) 268-1221 (Canada).		
HP FIRST: HP FIRST Fax will deliver detailed troubleshooting information on common software applications and troubleshooting tips for your HP product. Call from any touch-tone phone and request up to three documents per call. These documents will be sent to the fax of your choice.			
Australia	(03) 9272-2627	Korea	(02) 769-0543
Austria	0660-8128	Malaysia	(03) 298-2478
Belgium (Dutch)	0800-1-1906	Netherlands	0800-22-2420
Belgium (French)	0800-1-7043	New Zealand	(09) 356 6642
Canada	(800) 333-1917	Norway	800-11319
China	(86 10) 6505 5280	Philippines	(65) 291-7951
Denmark	800-10453	Singapore	(65) 291-7951
English outside of UK	(31 20) 681-5792	Spain	900-993123
Finland	9800-13134	Sweden	020-795743
France	05-905900	Switzerland (German)	0800 55-1527
Germany	0130-810061	Switzerland (French)	0800 55-1526
Hong Kong SAR	(852) 2506-2422	Taiwan	02-719-5589
India	(011) 622-6420	Thailand	(02) 661-3511
Indonesia	(21) 352-2044	United Kingdom	0800-960271
Italy	1678-59020	United States	(800) 333-1917
Japan	(81 3) 3335-8622		

Customer Support Options Worldwide

In addition to the phone numbers listed below, appendix B, “Warranty and Support Information” contains worldwide sales and service addresses and phone numbers for countries/regions not listed here.

U.S. and Canada: Customer Support & Product Repair Assistance		Call (208) 323-2551 Mon-Fri 6 am to 10 pm and Saturday 9 am to 4 pm (Mountain Time) <i>free of charge during the Warranty Period; however, long-distance phone charges still apply.</i> Please have your serial number ready when calling.			
(Please refer to the warranty earlier in this chapter for additional product repair information.)		Post-warranty telephone assistance is available to answer your product questions. Call (900) 555-1500 (\$2.50* per minute, U.S. only), or call (800) 999-1148 (\$25* per call, Visa or MasterCard, U.S. and Canada) Mon-Fri 7 am to 6 pm and Saturday from 9 am to 3 pm (Mountain Time). <i>Charges begin only when you connect with a support technician. *Prices subject to change.</i>			
European Customer Support Center Language and In-Country/Region Options Available Open Monday-Friday 8:30-18:00 CET					
HP provides a free telephone support service during the warranty period. By calling a telephone number listed below, you will be connected to a responsive team waiting to help you. If you require support after your warranty has expired, you can receive support for a fee through the same telephone number. The fee is charged on a per-incident basis. When calling HP please have the following information ready: • Product name and serial number • Date of purchase • Description of the problem					
Danish:	Denmark	3929 4099	German:	Austria	0660 6386
Dutch:	Belgium	02 626 8806		Germany	0180 5 25 81 43
	Netherlands	020 060 8751	Italian:	Italy	02 26410350
English:	Ireland	01 662 5525	Norwegian:	Norway	22 11 6299
	UK	0171 512 5202	Portuguese:	Portugal	01 441 7199
	International	44 171 512 52 02	Spanish:	Spain	902 321 123
Finnish:	Finland	0203 47288	Swedish:	Sweden	08 619 2170
French:	Belgium	02 626 8807			
	France	04 50 43 9853			
	Switzerland	084 880 1111			
In-Country/Region Support Numbers					
If you require support after your warranty has expired or additional product repair services, or if your country/reion is not listed below, please refer to the World Wide Sales and Service section in appendix B.					
Africa/Middle East		(41 22) 780-7111	Malaysia		(603) 295-2566
Argentina		(54 1) 781-4059/69	Mexico D.F.		(52 5) 326-4600
Australia		(03) 9272 8000	Mexico Guadalajara		(52 3) 669 95 00
Brazil		(55 11) 709-1444	Mexico Monterrey		(52 83) 378 42 40
Canada		(208) 323-2551	New Zealand		(64 9) 356-6640
China		(8610) 6261-4174; 6261-4175; 6261-4176; 6262-5666	Philippines		(63 2) 894-1451
		(42 2) 471 7321	Poland		(48 22) 37-5065
Czech Republic		(30 1) 689 64 11	Portugal		(351 1) 301 7330
Greece		800-7729	Russia		(7 095) 923-5001
Hong Kong SAR		(36 1) 252 4505	Singapore		(65) 272-5300
Hungary		(011) 6472366	Switzerland		(41 1) 753 7111
India		(21) 350-3408	Taiwan		(02) 717-9609
Indonesia		(31 20) 581-3318	Thailand		(662) 661-4011; 661-4012
Japan		(82 2) 3270-0700; outside Seoul, call	Turkey		(90 1) 224-5925
Korea		080-999-0700			

HP LaserJet Companion Printer Accessory

User's Manual

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Part number: C3989-90902
First Edition, March 1997

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FCC Regulations

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase separation between equipment and receiver.
- Connect equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult your dealer or an experienced radio/TV technician.

Note: Any changes or modifications to the device not expressly approved by HP could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.

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Installing the HP LaserJet Companion Printer Accessory

Introducing the HP LaserJet Companion

Congratulations on your purchase of the HP LaserJet Companion! The HP LaserJet Companion expands the capabilities of your HP LaserJet Printer so you can be more productive right at your desk. With the HP LaserJet Companion you can:

- **Copy**—Make great-looking HP LaserJet copies. You can copy 10 to 20 originals (depending on the paper thickness) at a time to your HP LaserJet printer, even with your computer turned off. Or, send the document to your computer and adjust the size, brightness, and contrast of the scanned document using the HP LaserJet Companion Copier software. Then send multiple copies of the adjusted document to a printer.
- **Fax**—Add input capability to your computer fax solution. Feed a document into the HP LaserJet Companion, drag the thumbnail image onto the fax icon, and send the fax to its destination.
- **File**—Store and organize documents in a filing cabinet on your computer. Easily find that invoice, receipt, or business card from weeks ago.
- **Read**—Scan pages directly into your word processor. Included optical character recognition (OCR) software converts text from scanned documents into a format that you can edit in your word processor.

System Requirements

To use the HP LaserJet Companion and the PaperPort™ software for HP, you need the following:

- IBM PC (or 100% compatible) 486 or better with a bi-directional or ECP-compliant parallel port
- Microsoft Windows 3.1, Windows 3.11, or Windows 95
- 8 megabytes (MB) or more of internal memory (RAM)
- 8 MB of free hard disk space
- VGA or better monitor
- HP LaserJet 4-, 5-, or 6- series printer
- Optional: fax modem and fax software, if you want to send a fax from the PaperPort software

Note

The PaperPort software does not support either Windows NT, OS/2, or Windows running under OS/2 (Win-OS/2).

Setting Up the HP LaserJet Companion

This chapter contains instructions for unpacking, setting up, connecting, and installing the HP LaserJet Companion and the PaperPort software.

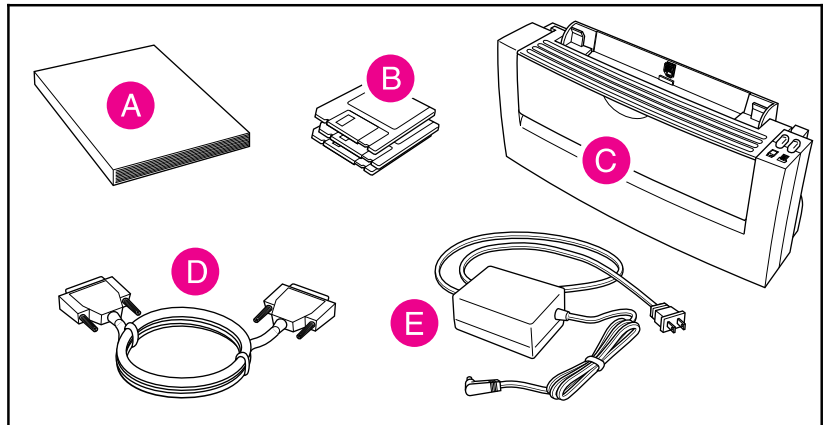
Checking the Package Contents

Before you start the installation, check the contents of the box to make sure that all parts for the HP LaserJet Companion are included. If you are missing any items or you notice any damage, notify the dealer, mail order company, or HP sales office.

To check the package contents

- 1 Unpack the HP LaserJet Companion.
- 2 Check the contents of the box to make sure that all of the pieces are included.

Figure 1-1



- A User's Manual
- B Software
- C HP LaserJet Companion Printer Accessory
- D Interface cable
- E Power supply

Note

Some packages include additional OCR software to support regional language differences.

Identifying the HP LaserJet Companion Parts

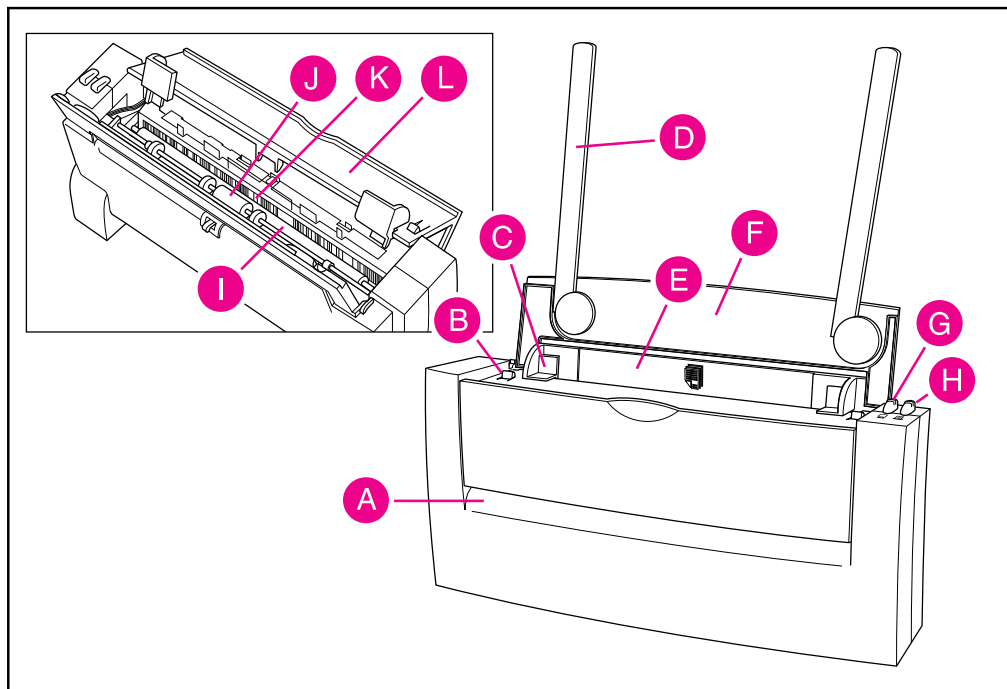


Figure 1-2

- A** Output Slot
- B** Release Lever (for cover; one lever on each side)
- C** Paper Edge Guides
- D** Paper Supports
- E** Input Slot
- F** Paper Tray
- G** To PC button—scan (light gray)
- H** To Printer Button—copy (dark gray)
- I** Image Sensor Roller
- J** Paper Pick Roller
- K** Image Sensor
- L** Cover

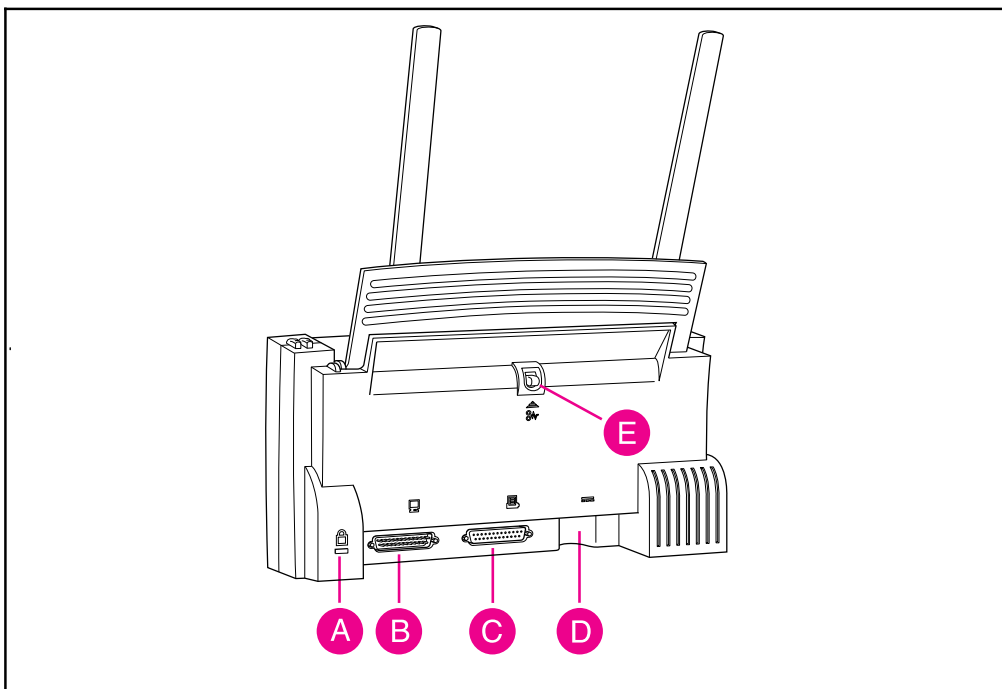


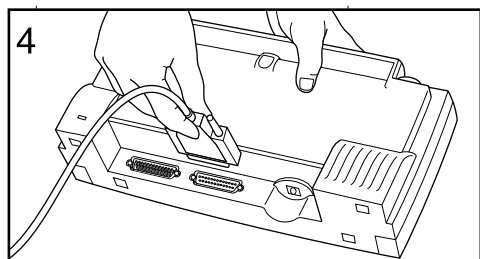
Figure 1-3

- A** Kingston Lock Latch
- B** To PC Connector
- C** To Printer Connector
- D** Power Connector
- E** Paper Release Lever

Note

The Kingston Lock Latch is a connector used with a Kingston Lock to secure devices to your desk. Contact your local dealer for availability.

Connecting the HP LaserJet Companion



The HP LaserJet Companion connects between your computer and your printer.

Note

The HP LaserJet Companion can also be connected directly to a free parallel port on a networked printer or a HP LaserJet 5P or 6P printers to function solely as a convenience copier.

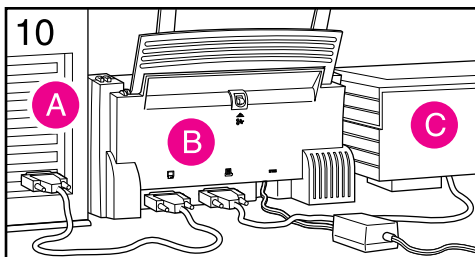
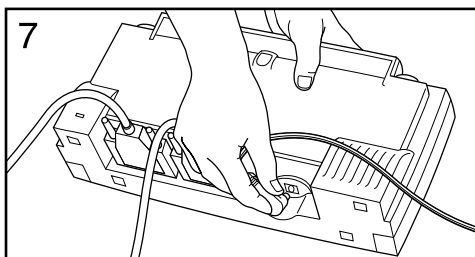
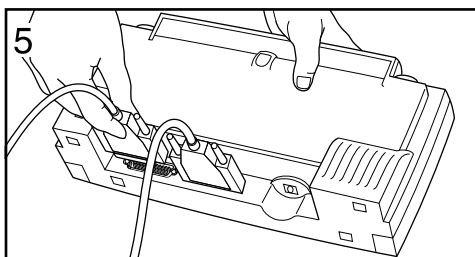
To connect the HP LaserJet Companion

- 1 If you purchased a printer together with the HP LaserJet Companion, completely install your printer (including the printer software) before setting up your HP LaserJet Companion.

Note

The printer parallel cable is not included with your printer or the HP LaserJet Companion. To ensure reliability and support all of the HP LaserJet Companion's functions, use a 6-foot (2-meter) IEEE-1284 compliant parallel cable (HP part number C2950A).

- 2 Turn off or disconnect the power to your printer.
- 3 Unplug the end of the printer's parallel cable that is connected to the parallel port on your computer.
- 4 Plug the end of the printer's parallel cable into the To Printer Connector on the HP LaserJet Companion.



Note

The plug connects only one way. If it does not attach easily, make sure that you are using the correct cable and plugging in the correct end. Do not force the plug into the connection.

- 5 Plug the interface cable that came in the box into the To PC Connector on the HP LaserJet Companion.
- 6 Plug the opposite end of the interface cable into the parallel port on your computer where your printer was connected.
- 7 Plug the power supply into the power connector on the HP LaserJet Companion.
- 8 Place the HP LaserJet Companion in a convenient place on your desk.
- 9 Plug the power supply into a wall outlet. A short hum from the HP LaserJet Companion indicates it is receiving power. The HP LaserJet Companion does not have an on/off switch.
- 10 Reconnect the power to your printer. The parallel cable now connects your computer (A) with the HP LaserJet Companion (B). The interface cable connects the HP LaserJet Companion (B) to your printer (C).

Installing the Software

The HP LaserJet Companion software includes installation software which installs the drivers and the PaperPort software onto your computer's hard disk.

To install the software

- 1 Quit all applications, including virus checkers.
- 2 Insert Disk 1 of the HP LaserJet Companion Installation for Windows software into the floppy disk drive (usually A or B).

Note

There are two disks labeled Disk 1. Make sure you start with the correct disk.

- 3 If you are running Windows 95, click **Start** and then click **Run**. If you are running Windows 3.1x, click **File** from the Program Manager and choose **Run**.
- 4 Type A : SETUP (or B) in the **Command Line** box.
- 5 Click **OK**.
- 6 Follow the instructions on the screen to complete the installation. Depending on the installation options you choose, you may or may not use all of the disks during installation.

Note

The serial number has already been entered by HP. If you need to re-enter the serial number, it is located on the PaperPort software disk label.

- 7 Some versions of the HP LaserJet Companion include additional OCR software to support regional language differences. If you have the additional OCR software in your box, open it and follow the installation instructions in the package.

Note

If you encounter a communication problem, you might need to change your computer's parallel port mode. For more information on changing your parallel port mode, see the *Guide to Changing the Parallel Port Mode in Setup* included with your HP LaserJet Companion.

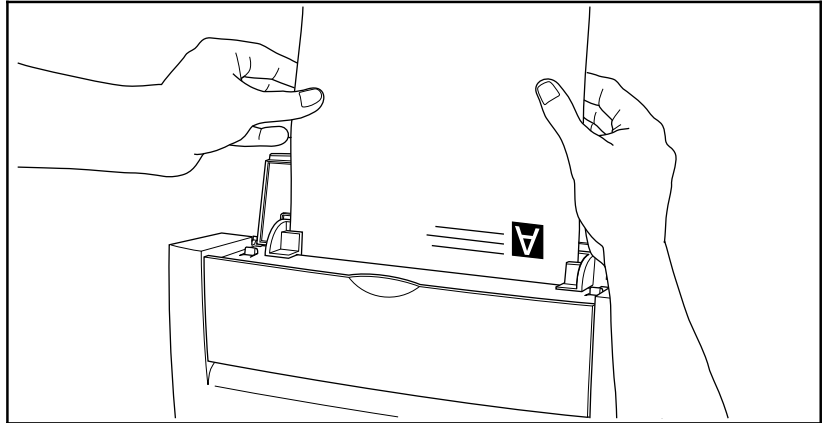
Testing the Installation

After completing the setup process, test your HP LaserJet Companion and the PaperPort software to ensure the setup was completed correctly.

To test the installation

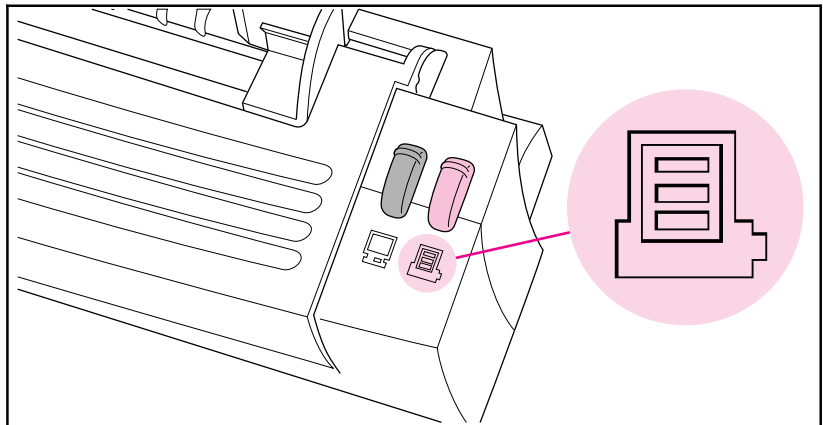
- 1 Raise the paper tray and paper supports.
- 2 Place a document, face up and top down, in the paper tray, and adjust the paper edge guides by sliding them to the edges of the document.

Figure 1-4



- 3 Press **To Printer** once. The feed mechanism will pull the page through the HP LaserJet Companion. A copy of the page will print at your printer. If you need to stop the page, press **To Printer** again. To remove the page, see “Removing Paper” in chapter 7.

Figure 1-5

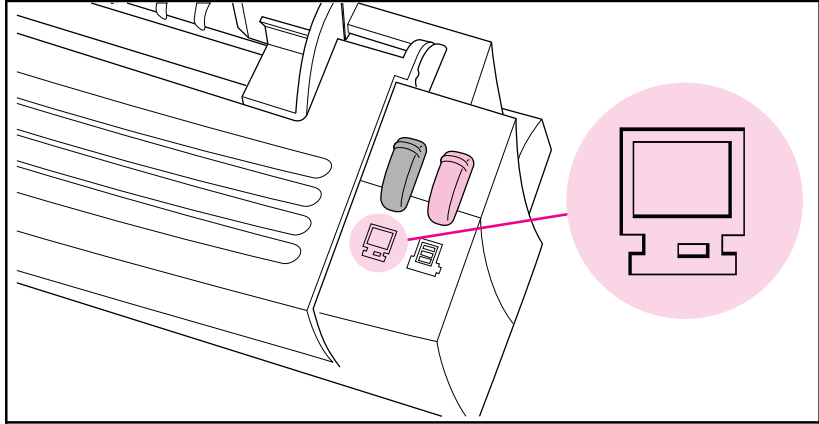


Note

The HP LaserJet Companion does not support the Direct Copy feature for network printers. For more information on the Direct Copy feature, see chapter 3, “Using the Direct Copy Feature.”

- 4 Place the document in the paper tray again, face up and top down, and adjust the paper edge guides.
- 5 Press **To PC**. The feed mechanism will pull the page through the HP LaserJet Companion.

Figure 1-6



Note

If the page does not scan or you encounter a communication problem when scanning, you might need to change your computer's parallel port configuration. For more information on changing your parallel port configuration, see chapter 7, "Troubleshooting and Error Messages."

The PaperPort software will start automatically. A thumbnail image (an icon representing a scanned item) of the page appears on the PaperPort software as the document is being scanned. When the scan is complete, the thumbnail image will disappear and the PaperPort software will automatically display the scanned image.

If you need to stop the scan, press **To PC** again. To remove the document, see "Removing Paper" in chapter 7.

- 6 From the PaperPort software, press **F1**, or display the **Help** menu, choose the **One-Minute Guide** for a tutorial on using the PaperPort software, if you did not choose to view it during the installation. (For more information on using the PaperPort software, see chapter 2, "Working in the PaperPort Software.")

If the scanned image accurately appears in the PaperPort software, then you have connected the HP LaserJet Companion to the computer correctly and installed the PaperPort software successfully.

If You Have Questions

If the HP LaserJet Companion or the PaperPort software does not work correctly, see chapter 7, “Troubleshooting and Error Messages,” for answers to common installation questions. If you need additional help, see the service and warranty information in the front of this user’s guide and in appendix B.

Registering the HP LaserJet Companion

Please take the time to fill out and mail the Hewlett-Packard registration card included with your HP LaserJet Companion. Registration ensures that you receive timely information about product upgrades and other services from Hewlett-Packard.

Uninstalling the Software

If necessary, you can remove the HP LaserJet Companion and the PaperPort software components and references from your computer.

To uninstall the software

- 1 From the PaperPort program group in Windows, double-click the Uninstall HP LaserJet Companion icon.
- 2 Follow the instructions on the screen to uninstall the HP LaserJet Companion software.
- 3 When your computer is finished uninstalling the HP LaserJet Companion software, double-click the Uninstall PaperPort icon.
- 4 Follow the instructions on the screen to uninstall the PaperPort software.

Files with a .MAX extension, which you created in the PaperPort software, will not be deleted from your hard disk by the uninstall software. To delete the .MAX files, use the File Manager in Windows 3.1x, or Windows Explorer in Windows 95, to delete the files from the PaperPort directory.

Working in the PaperPort Software

General Features

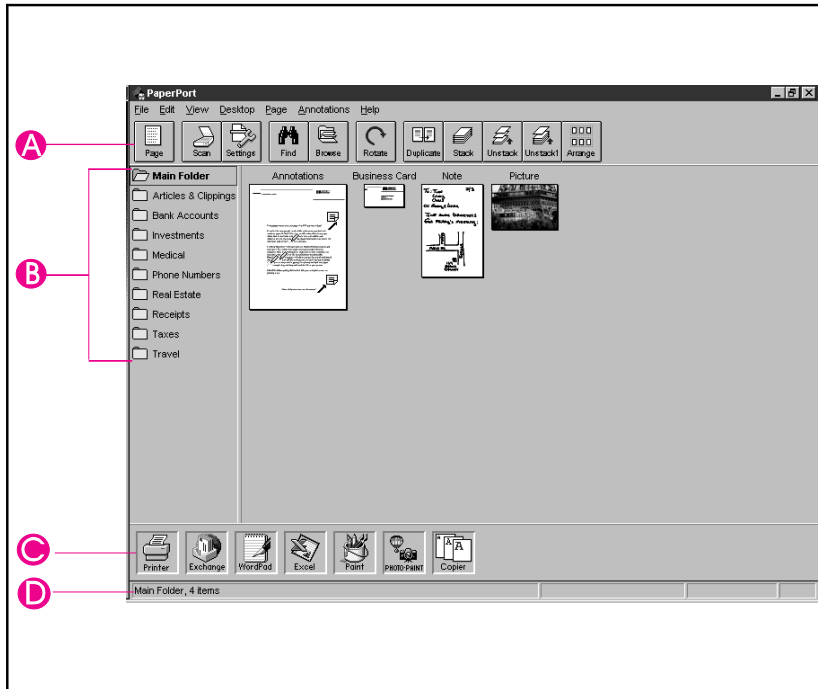
The PaperPort software allows you to annotate, organize, and find scanned items. You can also electronically link scanned documents to other applications such as fax, electronic mail (e-mail), and word processing applications. Unless you specify otherwise, the PaperPort software is the default inbox for receiving scanned documents at your computer.

Page View and Desktop View

The PaperPort software has two ways to view scanned material:

- Page View is a close-up of one page at a time and allows you to read and annotate the page.
- Desktop View provides an overall view of the PaperPort items, shown as thumbnails (an icon representing a scanned item). In the PaperPort software, single-page scanned documents are referred to as items. Multi-page scanned items are referred to as stacks.

Figure 2-1



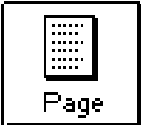
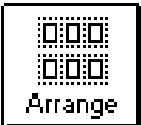
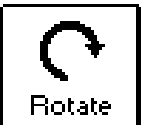
- A Command Bar
- B Folders
- C Link Bar
- D Status Bar

To switch between Desktop View and Page View

- Click **Desktop** or **Page** on the Command Bar.
- From the **View** menu, choose **Page View** or **Desktop View**.
- In Desktop View, double-click an item to display that item in Page View.

The Command Bar

The buttons on the Command Bar provide quick access to various commands on the menus. Some of the buttons are not available in both views.

Icon	Description	Icon	Description
 Desktop	Desktop —Switches from Page View to Desktop View. Available only in Page View.	 Duplicate	Duplicate —Makes an electronic copy of the selected item. Available only in Desktop View.
 Page	Page —Switches from Desktop View to Page View. Available only in Desktop View.	 Stack	Stack —Stacks selected items into one stack. Available only in Desktop View.
 Scan	Scan —Acquires an image from the selected TWAIN source.	 Unstack	Unstack —Unstacks the pages of the selected stack. Available only in Desktop View.
 Settings	Settings —Displays the Scan Settings dialog box where you can change the HP LaserJet Companion's settings.	 Unstack1	Unstack 1 —Unstacks the current page of the stack. Available only in Desktop View.
 Find	Find —Finds an item in the Desktop View; finds annotations in Page View.	 Arrange	Arrange —Rearranges the items in Desktop View.
 Browse	Browse —Shows a list of items.	 OLE Rtn	OLE Rtn — Switches to the application you are using with OLE. Available only when using an OLE feature.
 Rotate	Rotate —Rotates the selected item 90 degrees to the right.		

Setting Preferences

You can customize the PaperPort software so that it is displayed according to your preferences.

To select preferences

- 1 From the **Edit** menu, choose **Preferences**. The PaperPort Preferences dialog box appears.
- 2 Click the **Desktop** icon.
- 3 Select the options you want. The options are explained in the following table.

Option	Description
Scan to Desktop	As you scan items, they appear on the PaperPort desktop view as thumbnails.
Scan to Page View	The scanned items first appear in Page View instead of Desktop View.
Show Text with Icons	When this option is selected, the buttons on the Command Bar have names on them. When this option is cleared, the buttons will be smaller and will not have any text on them.
Show Tool Tips	Displays short descriptions of the Command Bar buttons and Annotations.
Color Screen	Select this option if your computer has a color monitor; otherwise clear this option.
Maximize Window at Startup	Select this option if you want the PaperPort window to be maximized (fill the computer screen) when the PaperPort software starts.
Use Gray Dialog Background	Will show PaperPort boxes with a gray instead of a white background. The gray background color appears the next time you restart Windows.

- 4 Click **OK** to save the Desktop Preferences and exit the Preferences dialog box.

Automatic Saving

Every item in the PaperPort software is automatically saved as soon as you scan it. Any changes that you make to an item, such as adding a note or giving an item a new title, are automatically saved as well.

If you want to delete items from the Desktop but save back-up copies or save them in some other format, such as .BMP or .TIF, from the **File** menu, choose **Export**. For details see chapter 5, “Importing and Exporting with the PaperPort Software.”

Giving Titles to Items

The PaperPort software items can have titles of up to 30 characters long, such as “Smithers Contract” or “Letter to Jones, Ltd.”

The title of an item appears in the following three places in the PaperPort software:

- At the top of the item in Desktop View
- On the Document Navigator (under the Command Bar) in Page View
- On the Status Bar

To retitle an item in Desktop View

- 1 Select the item. If you have not titled an item, the PaperPort software automatically names the item “Untitled.”
- 2 Click the title. An edit box appears around the title.
- Or -
From the **File** menu, choose **Change Title**. An edit box appears around the title.
- 3 Type the new title, and press **Enter**. The item will have the new title.

Displaying and Hiding Elements

Display or hide the Folders, Command Bar, Link Bar, Status Bar, or Tool Palette by selecting each from the **View** menu. A check mark next to the menu item indicates the tool bar or folders are visible.

Note

Not all menu items are available in both views.

Rotating or Flipping an Item

Rotate a page in 90-degree increments or flip it in 180 degree increments to change the direction of an image on the page.

To rotate or flip an item

- 1 Select the page you want to rotate, or display it in Page View.
- 2 Do any one of the following:
 - From the **Page** menu, choose **Rotate Right** or **Rotate Left** to rotate the item 90 degrees.
 - On the Command Bar, choose **Rotate Right** to rotate the item 90 degrees to the right.
 - From the **Page** menu, choose **Flip** to rotate the item 180 degrees from its current position.

Note

Annotations and pages that have annotations cannot be rotated. To temporarily remove the annotations and rotate the page, select the annotations and from the **Edit** menu choose **Cut**. Then rotate the page. If you choose **Paste**, the annotations will be restored but not rotated.

Deleting Items

Deleting an item permanently removes it from your computer. If you want to save an item, from the **File** menu choose **Export** before deleting the item from the PaperPort software. For more information on exporting files, see chapter 5, “Importing and Exporting with the PaperPort Software.”

To delete an item

- 1 Select the item in Desktop View, or display the item in Page View.
- 2 Press **Delete**.
 - Or -
 - From the **File** menu, choose **Delete Item**.
 - Or -
 - In Desktop View, choose **Delete** from the **Edit** menu.
- 3 Click **Yes** to delete the item.
 - Or -
 - If you have selected multiple items, click **Yes to All** to delete all items at once.

Undoing an Action

To undo the last action you made in the PaperPort software, from the **Edit** menu, choose **Undo**. For example, if you move a thumbnail on the Desktop, choose **Undo Move**, and the thumbnail will move back to its original location. Similarly, if you highlight a section of text on a page in Page View, choose **Undo Highlight** to remove that highlighting.

When you undo an action, the **Undo** command changes to **Redo**. **Redo** replaces anything you deleted with **Undo**.

To undo all annotations and other changes made to the item, in Page View, choose **Undo All Changes** from the **Edit** menu.

Working in Desktop View

Desktop View provides an overall view of PaperPort items and stacks. Each item in Desktop View is shown as a thumbnail (an icon representing a scanned item).

Selecting Items

Before performing an action on an item, such as moving it or printing it, you must select the item. A red (or dark) line around an item indicates that it is selected.

To select items in Desktop View

- To select a single item, click its thumbnail.
- To select multiple items, click each thumbnail while holding down **Shift** or **Ctrl**.
- Or -
Position the cursor, click the left mouse button, and drag a selection box around the items you want to select. Release the mouse button to select the items. Any item partially enclosed or touched by the selection box will be selected.
- From the **Edit** menu, select all items by choosing **Select All**.

Tip

To deselect items, reverse the above steps.

Moving and Arranging Items

If you would like to organize the items in Desktop View, you can either move each thumbnail with the mouse or use the PaperPort software's Arrange feature.

To move an item, drag it to a new location in the Desktop View.

To arrange all of the items in Desktop View, from the **Desktop** menu choose **Arrange Desktop**, or on the Command Bar, click **Arrange**. The thumbnails are automatically arranged in rows on the screen.

If you want only to arrange certain items in Desktop View, select the items you want to arrange. Then from the **Desktop** menu, choose **Arrange Selected Items**. The selected items will be arranged in rows after the unselected items.

Duplicating Items

Create a duplicate of a selected item in Desktop View in any of the following ways:

- From the **Desktop** menu, choose **Duplicate Item**.
- On the Command Bar, click **Duplicate**.
- Press **Ctrl** while dragging the item to another location in Desktop View. The pointer will have a plus (+) sign in it to indicate the selected item will be duplicated.

Working with Stacks

In the PaperPort software, a stack is an item with multiple pages. Use the stack feature to organize multipage documents.

When you use the automatic document feeder to scan a document, the document will appear as a multipage stack in Desktop View. When you scan an item, each scanned page appears in Desktop View as a one-page, untitled item.

To stack items using drag-and-drop

- 1 In Desktop View, select the item to stack.
- 2 Place the pointer on the selected item, and press and hold down the left mouse button.
- 3 Move the pointer onto the second (target) item so the target item becomes highlighted, and release the mouse button.

The selected item is stacked on top of the target item. Repeat steps 1 through 3 to stack additional items.

Note

You can add Summary Information about the stack after creating it. Summary Information for individual pages that are then stacked is retained only for the bottom page in the stack. For details, see “Adding Summary Information to Items” in chapter 5.

To stack items using the Stack Selected Items command or the Stack button

- 1 In Desktop View, select the items you want to stack in the order that you want them to be stacked. The first item selected will be on top.
- 2 From the **Desktop** menu, choose **Stack Selected Items**.
- Or -
Click **Stack** on the Command Bar.

Navigating Within a Stack

To move between pages in a stack, select the stack and click the arrows on the scroll bar (Page Navigator) below the stack. To move to a specific page in a stack, click the middle of the Page Navigator scroll bar to bring up the **Go To Page** dialog box or choose **Go To Page** from the **Page** menu. Then enter the page number.

Unstacking Pages

Unstack pages to move pages to another stack, replace pages with new ones, or delete pages from the stack without disturbing the rest of the pages.

Note

You do not need to unstack pages to add annotations. Double-click a stack to display it in Page View, where you can see and annotate the pages one page at a time.

To unstack a single page from a stack

- 1 In Desktop View, select the stack.
- 2 Use the Page Navigator to display the page you want to unstack.
- 3 From the **Desktop** menu, choose **Unstack Current Page**.
- Or -
Click **Unstack 1**.

The PaperPort software unstacks the selected page and displays it as a new, untitled item.

To unstack a whole stack

- 1 In Desktop View, select the stack.
- 2 From the **Desktop** menu, choose **Unstack**.
- Or -
Click **Unstack** on the Command Bar.

The PaperPort software unstacks the pages, and shows all of the pages as selected, untitled items in Desktop View.

Note

Any Summary Information for a stack is lost during the unstacking.

Reordering Pages in a Stack

After creating a stack, you can reorder the pages.

To reorder the pages in a stack

- 1 In Desktop View, select the stack.
- 2 From the **Desktop** menu, choose **Reorder**. A dialog box displays the current order of the pages in the stack. If the page you want to reorder is not visible, use the horizontal scroll bar.
- 3 Select the page you want to move.
- 4 Drag the page to its new location. A vertical line shows the new location of the page.
- 5 Click **OK** to close the dialog box. The pages reorder automatically.

Inserting a Page in a Stack

Both the page you want to insert and the target stack must be displayed in Desktop View.

To insert a page in an existing stack

- 1 In Desktop View, select the target stack.
- 2 Use the Page Navigator to move to the location where you want to insert the new page.

Note

The new page will be inserted on top of the current page.

- 3 Select the page you want to insert and drag it onto the target stack. The PaperPort software places the page at the new location.

Alternatively, you can drag a page onto the stack and reorder the pages using **Reorder**. For more information on using the Reorder command, see “Reordering Pages in a Stack” earlier in this section.

Tip

You can insert a new page into a stack as a section separator. To create a new, blank page in the PaperPort software, choose **New Item** from the **File** menu. The PaperPort software displays a new untitled item. You can then insert it into the stack.

To copy a page in a stack

- 1 In Desktop View, select the stack.
- 2 Use the Page Navigator to move the page you want to copy to the top of the stack.
- 3 From the **Desktop** menu, choose **Duplicate Current Page**. A duplicate of the selected item appears as a new, untitled item in Desktop View.

Adding Summary Information to Items

You can add summary information to items to help you find them quickly.

Note

If you're going to combine items into a stack, add the summary information *after* stacking the pages. If you add summary information to individual items and then stack those items, the summary information will be lost.

To add summary information to an item

- 1 Select an item or display the item in Page View.
- 2 From the **File** menu, choose **Summary Info**.
- 3 Enter the summary information in the Summary Information dialog box. The fields are described in the following table.

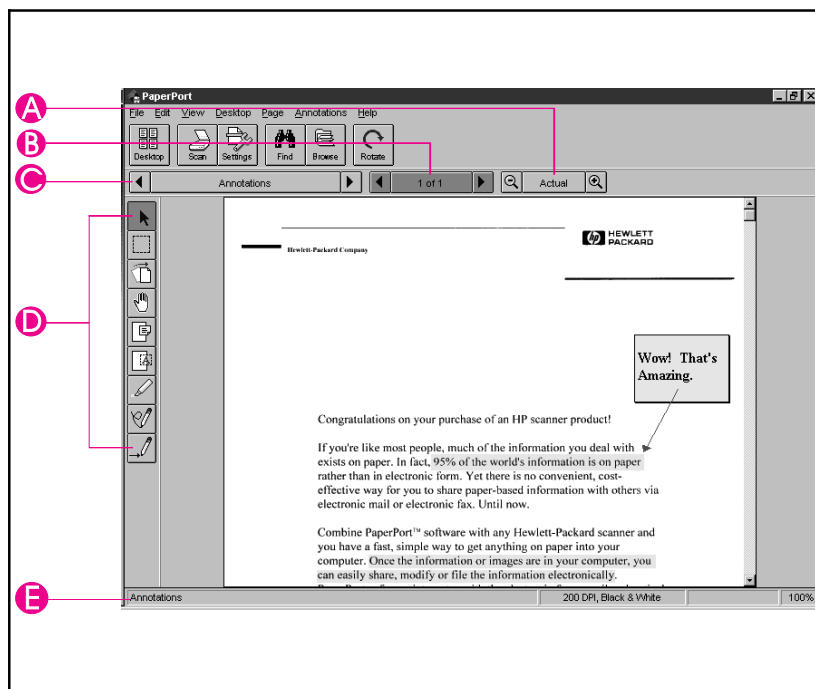
Option	Description
Title	The field will be blank if the item is "Untitled." Changing the title here also changes it in Desktop View.
Creator	Type your name.
Keywords	Words the PaperPort software uses to find items. Separate keywords with a comma. During a search, tell the PaperPort software which keywords to find, and the PaperPort software finds items with keywords that match any that you specify.
Comments	Add any additional information about the items. The PaperPort software can also use these comments to search for and find items.

- 4 Click **OK**. Summary information is attached to the item and will appear in the Summary Information dialog box.

Working in Page View

Page View displays an item one page at a time and allows you to read and add annotations to a page. Use the Navigators to display other pages of a stack, see other items, or enlarge the image.

Figure 2-2



- A Zoom Navigator**—Click the “minus” and “plus” magnifying glasses to reduce or enlarge the image. Click Actual to return the image to its actual size. The scale of the image is shown on the right side of the Status Bar.
- B Page Navigator**—Click the arrows to scroll between pages in the stack. Click between the arrows to activate the Go To Page feature.
- C Document Navigator**—Click the arrows to scroll among the items in the PaperPort software. Click between the arrows to see a list of the items in the PaperPort software.
- D Annotation Tool Bar**—Use these tools to add notes, highlight areas, or cut and paste selections. For more information on using the Annotation Tools, see chapter 4, “Annotating Scanned Items.”
- E Status Bar**—Use to view information about the current item: the title, the dots per inch at which the item was scanned (resolution), whether the image is color or black and white, and the percentage of enlargement or reduction of the page.

Changing the Display Size of an Item

Use the Zoom Navigator or **Zoom** commands from the **View** menu to zoom in and display the details of a page, or zoom out and make the page smaller on the screen while in Page View. The page magnification is shown in the status bar in Page View. Use any of the following methods to change the display size:

- From the **View** menu, choose **Zoom In** or **Zoom Out**.
- Click the plus (+) or minus (-) magnifying glass on the **Zoom Navigator**.
- From the **View** menu, choose **Actual Size** or click **Actual Size** on the Zoom Navigator to view the page at its actual size (100%).
- From the **View** menu, choose **Fit to Window** to enlarge or reduce an item to fit the entire item into the Page View window.

Panning an Item

Panning an item is a quick way to scroll through an item in Page View when the entire item is not visible on the screen.

To pan an item

- 1 Display the item in Page View.
- 2 Click **Pan** on the Annotation Tool Bar.
- 3 Place the pointer on the item. The pointer changes to a hand.
- 4 Press the mouse button and drag up, down, right, or left. The area of the page you are viewing changes as you drag the pointer.

The Pan tool remains active until you deselect it or view a different item.

Inverting an Image

This feature allows you to change an item from black-on-white to white-on-black.

To invert an image

- 1 Display the item in Page View.
- 2 Choose **Invert** from the **Page** menu. The image is reversed from black-on-white to white-on-black. Gray shades are reversed as well.

Repeat these steps to change the image back to its original appearance.

The PaperPort Viewer

You can share PaperPort items, including contracts, budgets, reports, and letters, with others who do not own PaperPort software. With PaperPort Viewer, others can view and print PaperPort items.

Obtaining Copies of the PaperPort Viewer

PaperPort Viewers are available for free on CompuServe and on the Internet. Users can log on to CompuServe and retrieve the PaperPort Viewer file. To download the files, type **GoPaperPort** in the Office Automation Forum. The PaperPort Viewer is available on the Internet at URL <http://www.visioneer.com>.

Using the HP LaserJet Companion

Before Using the HP LaserJet Companion

The HP LaserJet Companion can copy and scan various types of items, from business cards (2 by 3.5 inches, 5.1 by 8.9 cm) to 8.5 by 30 inch (21.6 by 76.2 cm) pages. The HP LaserJet Companion also accepts 16 to 28 pound (60 to 105 g/m²) bond papers, magazine pages, and photographs.

However, you should not put anything in the HP LaserJet Companion that could get stuck in or damage the feed mechanism. Observe the following precautions to minimize the possibility of jamming the feed mechanism:

- Remove self-stick notes.
- Do not scan any document with glue, white-out, or wet ink on it.
- Do not scan gummed-backed paper or labels.
- Remove staples and paper clips.
- Straighten any curls or wrinkles from documents.

Tip

If you have problems feeding a page into the HP LaserJet Companion, turn the page around and feed in the other end of the page.

- Avoid documents with tears or perforations.
- The paper tray will accept 10 to 20 (maximum) sheets at a time, depending on the thickness of the sheets.
- Feed irregularly-sized sheets one at a time for better results.

Tip

Tape newsprint and irregularly-sized items to a regular size sheet to improve performance. If lightweight bond paper misfeeds or causes poor performance, you can insert the page into a carrier sheet.

Using the Direct Copy Feature

The Direct Copy feature allows you to print single copies of a document directly from your HP LaserJet Companion to your printer with or without your computer turned on. To make direct copies, a LaserJet 4-, 5-, or 6- series printer must be directly connected to your HP LaserJet Companion.

Note

You cannot print direct copies to a network printer. If you do not have a printer connected to your HP LaserJet Companion, send the document to your computer and then to the HP LaserJet Companion Copier software to print from a network printer. For more information on using the HP LaserJet Companion Copier software, see the “Using the HP LaserJet Companion Copier Software” section later in this chapter.

Tip

Direct copies are defaulted to print at 300 dots per inch (dpi) as black and white images (no gray tones). For information on optimizing scan settings for the item being scanned, see the “Adjusting the Copy and Scan Quality” section later in this chapter.

To print single copies

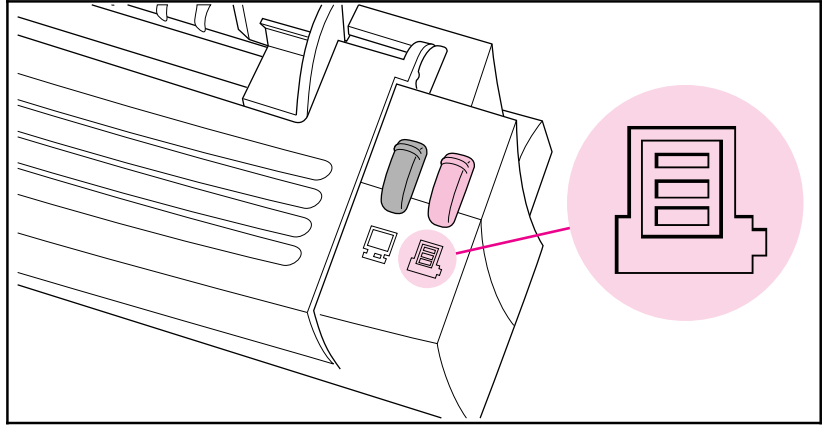
- 1 Raise the paper tray and the paper supports.
- 2 Place the document face up and top down in the paper tray, and adjust the paper edge guides by sliding them to the edges of the document.
- 3 If the paper in the printer is a different size than the document you are trying to copy, you must change the page size in the PaperPort software. To do this, click **Settings** in the PaperPort software. Then click **More**, and select the size that matches the paper in your printer.

Note

You must also change the paper size in the printer driver. To do this, select the paper size in the **Printer** folder of the **Control Panel**.

- 4 Press **To Printer**. The document feeds through the HP LaserJet Companion, and your printer prints a copy. If you need to stop the copy, press **To Printer** again. To remove the document, see “Removing Paper” in chapter 7.

Figure 3-1



Tip

Use the HP LaserJet Companion Copier software to make multiple copies of a single document. For more information on the HP LaserJet Companion Copier software, see the next section.

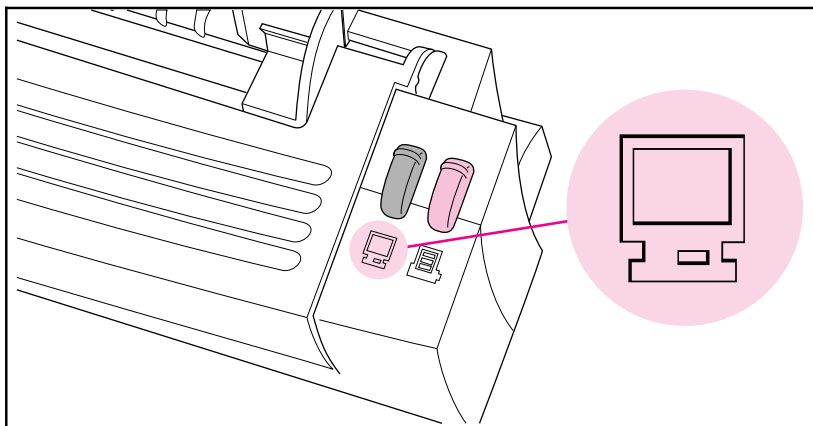
Using the HP LaserJet Companion Copier Software

The HP LaserJet Companion Copier software works much like a photocopier in that it allows you to enlarge or reduce the image, control the brightness and contrast, control the number of copies made of an item, and choose collated output.

To send an image to the HP LaserJet Companion Copier software

- 1 Raise the paper tray and the paper supports.
- 2 Place the document face up and top down in the paper tray, and adjust the paper edge guides by sliding them to the edges of the document.
- 3 Press **To PC** once. If you need to stop the scan, press **To PC** again. To remove the document, see “Removing Paper” in chapter 7.

Figure 3-2



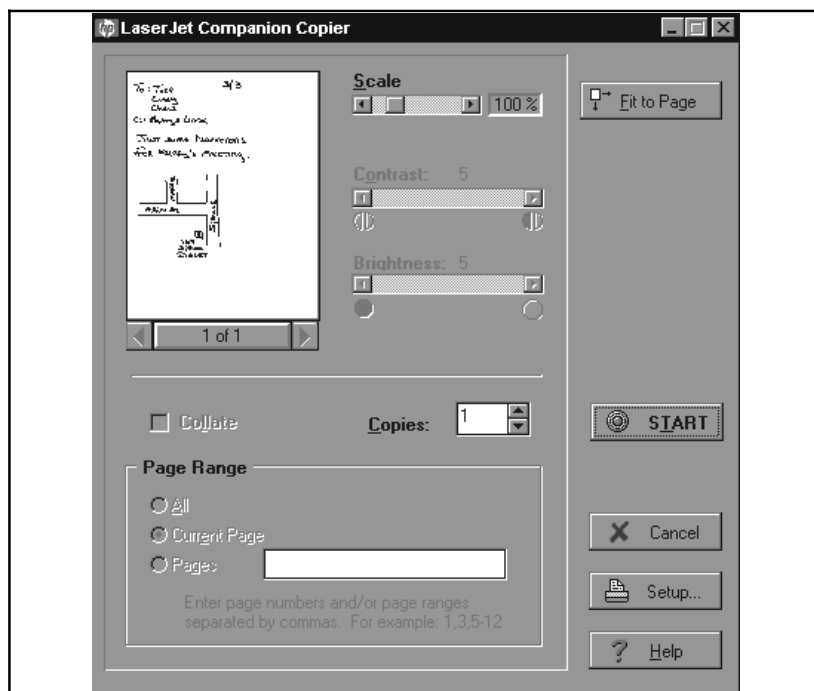
The PaperPort software will start automatically. A thumbnail image of the page appears on the PaperPort software as the document is being scanned. When the scan is complete, the thumbnail image will disappear and the PaperPort software will automatically display the scanned image in the Desktop View.

- 4 After the scan is complete, select the document on the PaperPort screen.
- 5 Drag the selected items onto the HP LaserJet Companion Copier link.
 - Or -
 - From the **File** menu, choose **Links** and select HP LaserJet Companion Copier link from the submenu.
 - Or -
 - Select the item and click the HP LaserJet Companion Copier link.

The HP LaserJet Companion Copier software will start and show a screen where you can adjust the copy quality and quantity.

To adjust the copy size and quality

Figure 3-3



- 1 In the HP LaserJet Companion Copier screen, click **Fit to Page** to create the biggest representation of the image possible without distorting the image.
- Or -
Drag the Scale slider to adjust the size of the scanned image. The scale will allow you to adjust the image in 25-percent increments.
- 2 Drag the Contrast slider to adjust the contrast.
- 3 Drag the Brightness slider to adjust the brightness.

Note

The Contrast and Brightness options are only active if the image is grayscale (more than 1 bit per pixel). If you adjust the scale, contrast, or brightness on one page of a multipage document, these settings will affect all pages. If you want to change the settings for only one page, adjust and print that page then change the settings back for the remaining pages.

You can double-click the word **Scale** to return the image to 100-percent of the scanned size. You may also double-click the words **Contrast** or **Brightness** to return the settings to the default settings.

Tip

Use the page scroll arrows below the representation of the document to move between pages.

To print the copies

- 1 Type the number of copies to print in the **Copies** field.
- 2 Select which pages you want to print in the **Range of Pages** field.
- 3 If you select a range of pages and more than one copy, you can select **Collate** to print the copies into sets.
- 4 Click **Setup** to setup the printer, if necessary.
- 5 Click **Start** to print the copies. Start does not quit the HP LaserJet Companion Copier software after each print job.
- 6 Click **Cancel** to quit the HP LaserJet Companion Copier software when finished.

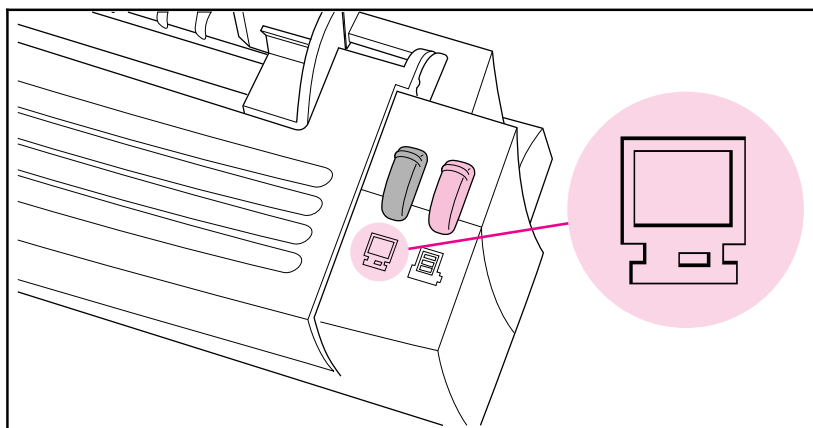
Scanning Documents to Your Computer

These procedures describe scanning a document and sending the image to your computer, which is the first step to faxing, filing, and using the OCR software.

To scan a document

- 1 Raise the paper tray and paper supports.
- 2 Place the document face up and top down in the paper tray, and adjust the paper edge guides by sliding them to the edges of the document.
- 3 Press **To PC** on the HP LaserJet Companion.

Figure 3-4



The scan will begin and a thumbnail image of the page appears as the document is being scanned. When the scan is complete, the thumbnail image will disappear and the PaperPort software will automatically display the scanned image in Desktop View.

Note

For information on how to give an item a new title, see “Giving Titles to Items” in chapter 2.

If you need to stop the scan, press **To PC** again. To remove the document, see “Removing Paper” in chapter 7.

Tip

If you press **To PC** and there is no paper in the HP LaserJet Companion, the PaperPort software will start. For more information on the PaperPort software, see chapter 2, “Working in the PaperPort Software.”

Using Fax Links

You can scan an item into the PaperPort software, add annotations, and fax the item provided that your computer has access to a fax modem and fax software.

Note

For information on links, see chapter 6, “Linking to Other Applications.”

To send items using the fax link

- 1 In Desktop View, select the item you want to fax.
- 2 If you do not want the PaperPort annotations to appear in the faxed item, switch to Page View and clear **Show Annotations** on the **Annotations** menu.
- 3 Drag the item onto the **Fax** icon on the Link Bar.
 - Or -
 - From the **File** menu in Page View, choose **Links**. Then select the fax name from the submenu.
 - Or -
 - Click the **Fax** icon.
 - Or -
 - To send a fax from Page View, from the **File** menu, choose **Links**.
- 4 To complete the fax, refer to the documentation that came with your fax software.

To read a fax in the PaperPort software

- 1 From the **File** menu, choose **Import Fax**. The **Import Fax** dialog box appears and lists the faxed items available in the PaperPort software.
- 2 Select one of the faxed items on the list. A thumbnail of it appears in the dialog box.
 - Or -
 - Click **Select All** to convert all of the faxed items.
- 3 Click **Import**. The selected faxed item appears in Desktop View.
- 4 Display the item in Page View to read the fax.

Using Electronic Folders

After scanning an item to your computer, you can file it in electronic folders in the PaperPort software.

Filing Items in Folders

The PaperPort software provides you with an initial set of folders that appears in a column down the left side of Desktop View.

To file an item in a folder

- 1 In Desktop View, select the item to file.
- 2 Drag it to the target folder. When the folder title is highlighted, release the mouse button. The folder flashes to let you know the selected item has been filed.

To copy items to another folder

- Hold down **Ctrl** as you select an item and drag the item on the new folder. The title of the target folder flashes to let you know the selected item has been copied and filed.
- Select the item. From the **Desktop** menu, select **Copy to Folder**, select the target folder, and click **OK**. The PaperPort software copies the item into the new folder.

Displaying Items in Folders

The contents of a folder are always displayed in the order in which they appeared when you last opened the folder.

To display items in a folder

- Click the folder icon. Thumbnails of the contents of the folder are displayed on the Desktop.

To display a list of folder contents

- 1 From the **Edit** menu, choose **Browse**.
- Or -
Click **Browse** on the Command Bar.
The Browse dialog box appears. In Desktop View, the dialog box lists all of the folders and their contents. In Page View, only the contents of the open folder are listed.
- 2 Select an item on the list to display its thumbnail.
- 3 Double-click the selected item. The item is displayed in Desktop View.

The icons to the left of the item's name indicate which items are stacks and which are single pages. You can see the pages of a selected stack by clicking the Page Navigator on the thumbnail.

Creating Folders

Create, rename, or delete new folders to match the way you organize information. The Main Folder, at the top of the column, cannot be deleted. It is the default folder into which all scanned items are placed if the PaperPort software is not running when you scan the item. If the PaperPort software is running and a folder is open, the item is filed automatically in the open folder.

Note

You can create only one level of folders; that is, you can't create folders within folders.

To create a folder

- 1 From the **File** menu, choose **New Folder**.
- 2 In the New Folder dialog box, type the title for the folder. The title can be up to 30 characters.
- 3 Click **OK**. The folder appears in the folder column. Folders are arranged in alphabetical order, but the Main Folder is always first.

Using Word Processor OCR Links

Once text is scanned into the PaperPort software, the text becomes an image that cannot be edited. However, the PaperPort software has optical character recognition (OCR) software to process scanned text when using a Word Processing or Spreadsheet link icon. The OCR software converts the scanned text image to editable text; it does not translate photos or graphics. You can process an entire item or only the text that you select. You have several options for using OCR software with the PaperPort software, as described in the following procedures.

To use the provided OCR software

- 1 In Desktop View, select an item.
- 2 Drag the item onto the Word Processing or Spreadsheet icon on the Link Bar.
 - Or -
 - Click the Word Processing or Spreadsheet icon.
 - Or -
 - From the **File** menu, select **Links** and then select the word processing or spreadsheet software from the submenu.

The OCR software converts the item to editable text. The word processing or spreadsheet application opens and the converted text is displayed as an untitled document.

To process text using another OCR software link

- 1 In Desktop View, select an item.
- 2 Drag the item onto that OCR icon on the Link Bar.
 - Or -
 - Click the OCR icon.
 - Or -
 - From the **File** menu, choose **Links** and then select the OCR software from the submenu.

The file is processed by the OCR software and then opens in your selected word processing or spreadsheet application.

The PaperPort software can process text with the OCR software and then places the editable text on the Clipboard. You can paste the text into another application, such as a word processor.

To process text using the Copy As Text command

- 1 In Desktop View, select an item.
- 2 From the **Edit** menu, choose **Copy As Text**. The text is now on the Clipboard and ready to be pasted.

Note

If you want to process only a portion of a page, display the item in Page View, on the Annotation Tool Bar, click **Edit Annotations**, and then select the portion of text that you want to process.

Adjusting Copy and Scan Quality

The HP LaserJet Companion Settings utility allows you to control the quality of the copied and scanned images, including documents copied by the Direct Copy feature. Perform the following steps before scanning an item to change the scan mode, brightness, contrast, resolution, and width of the scanned image.

To change the HP LaserJet Companion Settings

- 1 Click **Settings** on the PaperPort screen.

Tip

If the **Show Tips** box is checked, you can see more information about each button or selection when you hold the cursor over it.

- 2 Select the **Scan Mode**. The window under your choices gives a brief description of which types of documents are best suited for the mode you have selected.

Note

If you select **Custom** mode, **Modify**, you can change the resolution and the bit depth to improve image quality. See the “Setting Custom Resolution and Bit Depth” section later in this chapter for more information.

- 3 Drag the **Paper Width** slider or click the arrows to set the width of the page being scanned. This feature allows you to crop the page before scanning to reduce extra white space.
- 4 Drag the **Sensitivity** slider to adjust the scanner sensitivity. A setting of four reproduces the document’s actual brightness and contrast. A setting of zero makes the resulting scan darker and muddier, and a setting of eight is lighter and sharper.
- 5 Click **More** to select the length of paper in the printer. This feature tells the printer when to feed the next sheet of paper.
- 6 Click **Apply** to send the settings to the HP LaserJet Companion, but not to close the window.
- Or -
Click **OK** to send the settings to the HP LaserJet Companion, and close the window.

Note

Any settings you choose will remain in effect until you change them. These settings will also be in effect for the Direct Copy feature.

Setting Custom Resolution and Bit Depth

If you are using the **Custom** mode, you can select the resolution and bit depth of the scan.

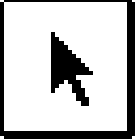
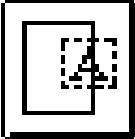
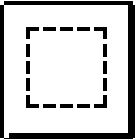
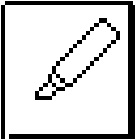
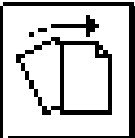
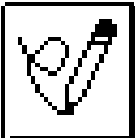
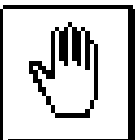
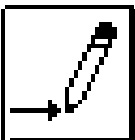
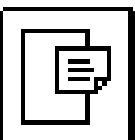
To set the resolution and bit depth

- 1 Click **Modify**.
- 2 Select the resolution you want.
 - 150 dots per inch (dpi)—Produces a smaller file size and faster scan.
 - 300 dpi—Produces a sharp, higher-quality image, and a large file.
- 3 Select the **Bit Depth**.
 - 1 Bit (black and white) Thresholded—Best for text only or black-and-white images.
 - 1 Bit (black and white) Ordered Dither—Best for text and images.
 - 1 Bit (black and white) Random Dither—Best for photos or images, but without text.
 - 4 Bit Grayscale—Best for images only; produces 16 shades of gray.
 - 8 Bit Grayscale—Best for images only; produces 256 shades of gray.

Annotating Scanned Items

Using the Annotation Tools

In Page View, the Annotation Tool Bar is displayed on the left side of your monitor. Annotation tools are described in the following table.

Icon	Description	Icon	Description
	Edit Annotations (Pointer) —Selects, moves, and resizes annotations on a page.		Add Text (Markup) —Add a line of text. Useful for filling-in preprinted forms because the form will remain visible as you type text.
	Select an Area (Select) —Selects an area to cut or copy for pasting.		Add Highlighting (Highlighter) —Highlights any line of text on a page.
	Align the Page (Straighten Page) —Straightens an item that was skewed when scanned, either horizontally or vertically.		Add Freehand Annotation —Draws freehand marks, such as circling text and underlining sentences.
	Pan Image (Hand) —Quickly scrolls an item up, down, right, or left.		Add Line or Arrow —Draws straight lines, with or without arrowheads, to point to specific parts of a page.
	Add Sticky Note —Writes a note at any place on the page.		

Copying, Cutting, and Pasting

The PaperPort software allows you to copy, cut, and paste items within the PaperPort software and between it and other applications.

Note

The **Copy As Text** command on the **Edit** menu uses the OCR feature to copy text from the PaperPort software to another application. For details, see “Using Word Processor OCR Links” in chapter 3.

To copy and paste items

- 1 In Page View on the Annotation Tool Bar, click **Select an Area**. The cursor changes to a cross hair.
- 2 Drag the cross hair to enclose the area you want to copy. A dashed box appears around the area as you select it. If you need to increase or decrease the size of the area that you selected, drag one of the selection handles on the dashed selection box.
- 3 From the **Edit** menu, choose **Copy**.
- 4 To paste onto another page, display that page in Page View.
- Or -
To paste the selection in Desktop View, switch to Desktop View.
- 5 From the **Edit** menu, choose **Paste**. The copied item appears in the top left corner in Page View or as a new item in Desktop View.
- 6 Drag the item to its new position in Page View.
- 7 Click anywhere on the page when you have finished.

Note

You cannot use **Select an Area** to copy and paste annotations. For information about copying and pasting annotations, see the “Fine-Tuning Annotations” section later in this chapter.

Cropping an Item

Crop an item to display only a portion of it. The portion inside the crop marks remains, and the portion outside the crop marks is deleted.

To crop an item

- 1 In Page View on the Annotation Tool Bar, click **Select an Area**. The cursor changes to a cross hair.
- 2 Drag the cross hair to enclose the area you want to crop. A dashed box appears around the area as you select it. If you need to increase or decrease the size of the area that you selected, drag one of the handles on the dashed selection box.
- 3 From the **Edit** menu, choose **Crop**. The portion of the item outside of the selection box is removed from the page. The thumbnail in Desktop View indicates that an area has been cropped from the page.

Working with Sticky Notes

Sticky Notes can contain several lines of text and can be placed anywhere on an item. When you place a Sticky Note on a page, the note covers the information beneath it. However, you can make Sticky Notes as large or small as you like or collapse them to minimize the amount of information that is hidden. You can change the color of the text or its background, as described in the “Fine-Tuning Annotations” section later in this chapter.

Note

Use **Find Annotation** to search for text on both Sticky Notes and on Markup text.

To add a Sticky Note

- 1 In Page View on the Annotation Tool Bar, click **Add Sticky Note**. The cursor changes to a small sticky-note symbol with cross hairs.
- 2 Click anywhere on the item, and the default note size appears. The insertion point is ready for you to begin typing.
- 3 Type the note text. The note box expands to accommodate the amount of text you type.
- 4 Click **Edit Annotations**, then select the note. Drag the handles on the note box to resize it.

To collapse Sticky Notes

- 1 In Page View on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the note or notes that you want to collapse.
- 3 From the **Annotations** menu, choose **Collapse Sticky Notes**. All selected notes change to a collapsed form.

Note

To expand the notes, reverse the process above.

Tip

Avoid putting collapsed sticky notes close together on the page if others will be viewing the item using the PaperPort Viewer software. In the PaperPort Viewer software, all notes are collapsed or expanded. If placed too close together, some notes may overlap when expanded.

Adding Markup Text

Use **Add Text** for preprinted forms. The added text looks and prints just as if you had typed it on the original form.

To add Markup text

- 1 In Page View on the Annotation Tool Bar, click **Add Text**. The cursor changes to an insertion point.
- 2 Select the location in the target item where you want to add a markup and type the text.
- 3 To end the markup, click elsewhere on the page.
- Or -
Select one of the other Annotation tools.

Markups should be a single line. You cannot press enter and type a second line.

Highlighting Information

Use the Highlighter tool to emphasize or mark important paragraphs or key phrases of an item.

To highlight an item

- 1 In Page View on the Annotation Tool Bar, click **Add Highlighting**.
- 2 Position the cursor at the beginning of the text, hold down the left mouse button, and drag the cursor to create a box around the text you want to highlight.

Adding Freehand Annotations

Use **Freehand** to draw, underline, circle, scribble, or mark an item.

To add a freehand annotation

- 1 In Page View, on the Annotation Tool Bar, click **Add Freehand Annotation**. The cursor changes to a pencil.
- 2 Drag the pencil to make annotations on the item.

To change the line width of the freehand annotation

- 1 In Page View, on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the freehand annotation.
- 3 From the **Annotations** menu, choose **Line Width**.
- 4 Select one of the line width options. The selected freehand annotation is displayed in the new width.

Drawing Lines and Arrows

Use **Add Line or Arrow** to point to important details or connect an annotation to an area in an item.

To add lines and arrows

- 1 In Page View on the Annotation Tool Bar, click **Add Line or Arrow**. The cursor changes to a cross hair.
- 2 Drag the mouse to draw a line with an arrow.

To change the line width or arrowheads

- 1 In Page View on the Annotation Tool Bar, click **Add Line or Arrow**.
- 2 Select the line or arrow. Handles appear at each end.
- 3 From the **Annotations** menu, choose **Line Arrowhead** or **Line Width**.
- 4 Select one of the arrowhead or line-width options. The selected line or arrow is drawn with the new line or arrowhead styles.

Creating New Items

You can create a new, blank item, and then add annotations or copy and paste text or graphics onto it.

To create a new item

- 1 From the **File** menu, choose **New Item**.
- 2 A new, blank item appears. In Page View you can cut and paste items onto the new item.

Adding Graphics to Items

A picture or graphic can be added to an item. Use this feature to incorporate art from other applications.

To add a graphic

- 1 Launch the application that contains the graphic and display the graphic.
- 2 Copy the graphic to the Clipboard. The graphic cannot be larger than the page you're pasting it to in the PaperPort software. If you think the graphic won't fit on the page, try reducing its size within the application before copying it to the PaperPort software.
- 3 Switch to the PaperPort software.
- 4 Display the target item in Page View. If you paste the selected graphic in Desktop View, a new item is created containing the selected graphic.
- 5 From the **Edit** menu, choose **Paste**. The graphic appears in the item at the upper-left corner of the page with a dotted outline around it.

Note

Do not click anywhere else on the page or on another tool until the graphic is positioned exactly as you want it. If you click elsewhere on the page or if you click on another tool, the graphic is deselected and embedded on the page, and it cannot be moved. If the graphic is not where you want it, choose **Undo Paste** or **Undo All** from the **Edit** menu.

- 6 To move the graphic, place the pointer within the dotted outline. The pointer changes to a hand.
- 7 Drag the graphic to the new location.
- 8 When the graphic is positioned where you want it, click elsewhere on the page. The graphic is now embedded on the item.

Fine-Tuning Annotations

You can fine-tune an annotation by specifying the font and color of the text or background or by moving and resizing the annotation.

Selecting the Font or Color

You can select the font, style, point size, or color of the text on a text markup or Sticky Note before or after typing it. You can also change the color of an annotation already drawn on the page.

To set the font, style, point size, or color

- 1 In Page View on the Annotation Tool Bar, click either **Add Text** or **Add Sticky Note**.
- 2 From the **Annotations** menu, choose **Font**.
- 3 Select options from the **Font**, **Font Style**, **Size**, or **Color** lists. As you make your selections, the sample changes to show you the new font characteristics.
- 4 Click **OK**. When you type text with the annotation tool, the text will have the new font characteristics.

To edit the font features of an existing annotation

- 1 On the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the annotation.
- 3 From the **Annotations** menu, choose **Font**.
- 4 Select new font features from the **Font** dialog box and then click **OK**. The text in the annotation will have the new characteristics. If necessary, the annotation box will resize to fit the new text.

To set the color for a tool

- 1 On the Annotation Tool Bar, click a tool.
- 2 From the **Annotations** menu, choose **Color**.
- 3 Select the color you want to use and click **OK**. Now the tool will draw in that color. If you click the Sticky Note tool, the background of the sticky note annotation will be the color you selected.

Note

To change the color of text, use the **Font** command as described earlier in this section.

To change the color of an existing annotation

- 1 On the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the annotation to recolor.
- 3 From the **Annotations** menu, choose **Color**.
- 4 Select a new color from the Color dialog box and then click **OK**.

Note

You cannot change the background color of Add Text annotations.

Editing Annotation Text

You can edit the text of a Sticky Note or markup.

To edit annotation text

- 1 In Page View, on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Double-click the annotation containing the text. The cursor becomes a text-insertion pointer in the text.
- 3 Edit the text. Use the standard Windows editing features to edit the annotation text. You can also use **Cut**, **Copy**, **Paste**, and **Delete** from the **Edit** menu.
- 4 When you are finished editing, click elsewhere on the page, or select one of the other annotation tools.

Moving and Resizing Annotations

After adding an annotation, you can move it to another location on the page or change its size.

To resize annotations

- 1 In Page View, on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the annotation you want to resize. Handles appear on the frame surrounding the annotation, indicating it is selected.

Note

Freehand and Add Text annotations cannot be resized.

- 3 Point to the handle to drag. The pointer becomes a resize pointer.
- 4 Drag a handle to change the size.

To move an annotation

- 1 In Page View, on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the annotation you want to move.
- 3 Point inside the annotation box (not on a handle).
- 4 Drag the annotation to the new location.

For information on moving annotations to a different page or item, see “Copying, Cutting, and Pasting Annotations” later in this section.

Copying, Cutting, and Pasting Annotations

To move an annotation to a different page in a stack or copy and use it in another item, use **Cut**, **Copy**, and **Paste** from the **Edit** menu.

Note

You cannot copy annotations created using Add Freehand Notation or Add Line or Arrow into documents in other applications. However, you can copy text annotations created using Add Sticky Note or Add Text into documents in other applications.

To copy, cut, and paste annotations

- 1 In Page View, on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the annotations that you want to cut or copy.
- 3 From the **Edit** menu, choose **Cut** or **Copy**.
- 4 Display the page to which you want to move or paste the annotation. This can be a page within the same stack or a page in a different item.
- 5 From the **Edit** menu, choose **Paste**. The pasted annotation appears at the top-left corner of the page.
- 6 Drag the annotation to the location you want.

Displaying and Hiding Annotations

You can display or hide annotations in the PaperPort software. Activate these options using **Show Annotations** on the **Annotation** menu.

Note

When **Show Annotations** is checked, the annotations will be visible on all Desktop items.

Undoing Annotations

The undo options only apply to the page on which you're working.

To undo the newest annotation, from the **Edit** menu, choose **Undo New Annotation**. The last annotation added to the page is removed. This command is only available immediately after you add a new annotation. If you do anything else, such as move or resize the annotation or switch to another page and back, the **Undo New Annotation** command is no longer available.

To undo all the annotations, from the **Edit** menu choose **Undo All Changes**.

Deleting Annotations

You can delete individual annotations one at a time or delete multiple annotations at the same time.

To delete annotations

- 1 In Page View, on the Annotation Tool Bar, click **Edit Annotations**.
- 2 Select the annotation(s) you want to delete.
- 3 Press **Delete**.
- Or -
From the **Edit** menu, choose **Delete**.

Importing and Exporting with the PaperPort Software

Using the Import and Export Feature

Using the PaperPort software, you can import files created in other applications and export files to other applications. Importing allows you to edit, organize, or annotate in the PaperPort software. Exporting allows you to save a copy of an item either as a backup or in another file format.

The PaperPort software can import and export items in the following file formats:

Format	Description
PaperPort file (.MAX)	A file previously saved in the PaperPort software for Windows or the PaperPort software for Macintosh.
Bitmap (.BMP)	A format used often for displaying and storing images.
Tag Image File Format (.TIF)	A format that works well for storage and exchange between desktop publishing and graphic arts applications. TIFF also works well between different platforms, such as Microsoft Windows and Macintosh. The PaperPort software supports single and multipage TIFFs.
PC Paintbrush (.PCX)	A format commonly used for paint applications.
Windows Images (.DCX)	A format for multipage .PCX files.
Joint Photographic Exports Group (.JPG)	An international standard for the compression of digital photographic images.
Graphic Interchange Format (.GIF)	A format for images on online services and the World Wide Web.

To import a file created in another application or to open a previously exported item

- 1 From the **File** menu, choose **Import**.
- 2 From the **List Files of Type** drop-down list, select the format type.
- 3 In the **File Name** list, select the file to import and click **OK**.

Exporting Items

Exporting an item saves a copy of it as a file. The original item remains in the PaperPort software.

Note

If you export a PaperPort software item in any format other than a PaperPort (.MAX) file, annotations in that file cannot be edited, deleted, or moved. If the annotations are hidden, they are not exported.

To export an item as a file

- 1 In Desktop View, select the item you want to export. To export one page from a stack, display the page, unstack the page, and select it.
- 2 From the **File** menu, choose **Export**.
- 3 In the **Export Files of Type** drop-down list, select the file format.
- 4 Select the drive and directory where you want to save the item.
- 5 Type the name of the file in the **File Name** box. If you don't type a name for the file, the PaperPort software uses the item's title. If the title is longer than eight characters, the PaperPort software uses only the first eight characters of the title.
- 6 Click **OK**.

Exporting Compressed Files

Because exported files can sometimes be large and take a long time to export, the PaperPort software has a built-in compression feature for files that are exported in the .JPG file format.

Compression speeds up the export process, but at the same time decreases the image quality. The PaperPort software lets you adjust the image quality setting to meet your particular needs.

To set compression and image quality

- 1 From the **Edit** menu, choose **Preferences**.
- 2 In the **Category** list, click the **Import/Export** icon.
- 3 Drag the slider to adjust the image quality.

Higher image quality gives lower compression and slower export speed. Lower image quality gives higher compression and faster export speed.

Printing from Other Applications

You can print files from other applications to the PaperPort software.

Note

Color images are converted to grayscale when printed to the PaperPort software. To retain the color, use the PaperPort software **Import** command to import the file to the PaperPort software.

To print from other applications to the PaperPort software

- 1 Open the file in the application you want to print from.
- 2 In the application, choose the command to set up the printer. If you have questions about how to set up the printer in your application, refer to its user's manual.
- 3 From the list of printers, select **PaperPort** on Desktop and click **PaperPort** to set it as the current printer.
- 4 Choose **Print to PaperPort**. The file will appear as a new, untitled item in Desktop View.

Note

After you finish printing to the PaperPort software, reset the application to your regular printer.

Finding Information

The PaperPort software allows you to quickly find files, items, or annotations.

Finding Files

If you want to import a file, but don't remember its name or where it's located, use the Find File feature from the **Import** dialog box.

To find a file that you have already exported

- 1 In the **Import** dialog box, click **Find File**.
- 2 Select the drive and directory where you want to search for the file.
- 3 Select **Search Subdirectories** to search all the subdirectories within the specified directory.
- 4 Enter information in the **Search by Date Modified** box to find the file based on the date when it was last modified. Enter the date in month/day/year format. Select **Before** to search all files prior to the date; select **After** to search after that date. For a description of the remaining fields, see the following section, "Finding Items."
- 5 In the **Search for Text** boxes, enter the text on which the search should be based.
- 6 Click **Find**. The PaperPort software will search using the criteria you've specified and will list all matching files.

Finding Items

You can find items by the text in the **Summary Information** dialog box and Annotation text.

To find an item in Desktop View

- 1 From the **Edit** menu, choose **Find Item**.
- Or -
Click **Find** on the Command Bar.
- 2 In the appropriate box, type the information that you want the PaperPort software to use to find the item. The search options are described in Table 5-1.
- 3 Select the search criteria, as described in the Table 5-2.
- 4 Click **Find** to find the first item that matches the search criteria and select it in Desktop View.
- Or -
Click **Find All** to find all items that match your search criteria and list them in the **Items Found** dialog box. Then, double-click an item on the list to display its thumbnail, or click **Go To**.

Tip

If you chose **Find** and want to see the next item in the search that meets the search criteria, from the **Edit** menu, choose **Find Next** or press **F3**.

Table 5-1 Search Options

Search Option	Description
Title	The title assigned to the item.
Creator	The name listed in the Summary Information dialog box as the creator of the item.
Keywords	The item's keywords listed in the Summary Information dialog box.
Comments	Comments added in the item's Summary Information dialog box.
Annotation	Annotation text added to the item with the PaperPort Annotation Tools.

Table 5-2 Search Criteria

Search Criteria	Description
Match Any Field	Find items when any of the search criteria in the Find Item dialog box matches any information in the Summary Information dialog box.
Match All Fields	Find only those items that match all of the search criteria. This option is available only when there is text in more than one of the criteria fields.
Case Sensitive	Finds only items where the title, creator, keywords, comments, and annotations have exactly the same combination of uppercase and lowercase characters as the search criteria text.
Whole Word Only	Finds items only if the whole word of the summary information matches the whole word of the search criteria text.
Folders: Search All/Search Current	Search All: Searches all of your personal folders. Search Current: Searches only the folder that is currently open.
Direction: Up/Down	Tells the PaperPort software which direction to search first when you choose Find . (If you choose Find All , the direction doesn't matter.) To search backward through the items, select Up .

Finding Annotations

You can find an annotation based on the text in an Add Text markup or Sticky Note.

Note

You can find annotation text in both Page View and Desktop View. In Page View, the PaperPort software searches through the pages of the stack. In Desktop View, the PaperPort software searches through all items on the desktop and selects the thumbnail that has the annotation. In Page View, the annotation that is found is selected. In Desktop View, the item found with the annotation text is selected.

To find an annotation

- 1 In Page View, from the **Edit** menu, choose **Find Annotation**.
- Or -
In Desktop View, from the **Edit** menu, choose **Find Item**.
- 2 Enter the text you want to find and select the search options.
- 3 Click **Find** and the PaperPort software begins searching.
- 4 To find the next occurrence of the annotation, from the **Edit** menu choose **Find Next**.

Tip

If the annotation you're looking for is on a page in a stack, find the stack in Desktop View, switch to Page View, and then press **F3**. The PaperPort software finds the page with the annotation and displays it.

Using Object Linking and Embedding (OLE)

You can insert a PaperPort software item into another Windows application, such as Microsoft Word, using object linking and embedding (OLE). The item will appear as a thumbnail in the Word document (the container application), creating a special link between the PaperPort software and Word. When you double-click the thumbnail in Word, the PaperPort software opens and you can view or edit the item. If you edit the item in the PaperPort software, those edits will also appear in the thumbnail in Word.

Note

Before starting, check the application's documentation to see if it supports OLE.

To insert a PaperPort software item into another application

- 1 In the container application, click where you want the scanned object to be inserted.
- 2 From that application's **Edit** or **Insert** menu, choose **Insert Object**, or a similar command.
- 3 Select **PaperPort Document** and click **OK**. The PaperPort software opens. A message summarizes the steps to insert an item.
- 4 Click **Continue**.
- 5 In Desktop View, select the item that you want to insert into the other application.
- 6 On the Command Bar, click **OLE Rtn**.
- Or -
From the **File** menu, choose **Return to <File Name>**, where the file name is the name of the container file.
A message appears asking you to complete the OLE connection.
- 7 Click **Yes** to insert the selected item into the container application. The scanned item appears at the insertion point in that application.
- Or -
To select a different item, click **Cancel**, and the PaperPort software remains open. If you do not want to insert the item, click **No**.

You can insert an item into a container application in two other ways:

- Copy the item from the PaperPort software to the Clipboard and paste it into the container application. The OLE link is established when the item is pasted.
- Open both applications, select the item in the PaperPort software and, while holding down **Ctrl**, drag the item into the container application. When you release the mouse button in the container application, the OLE link is established.

To edit an inserted OLE item

- 1 In the container application, double-click the item's thumbnail. The PaperPort software opens and a temporary copy of the item is selected. In Desktop View, a dotted outline around the copy indicates it is linked to a container application.
- 2 Edit the item in Page View. Annotations will appear on the item in Page View but not on the thumbnail in the container application. Other edits, such as pasted graphics, will appear on the thumbnail.
- 3 From the **File** menu, choose **Update PaperPort Document in <File Name>**. The file name is the name of the container file. If you updated the item, the container application is displayed with the updated thumbnail.

Note

If you don't want to update the item in the container application, click **OLE Rtn**, or choose **Return to <File Name>** from the **File** menu.

Linking to Other Applications

Using Link Icons

With the PaperPort software you can send scanned items to other applications using icons on the Link Bar. The links available to the PaperPort software depend on the applications installed on your computer. The PaperPort software automatically displays the link icons described as follows:

- **Printer**—Print items instead of selecting the **Print** command from the **File** menu.
- **Fax**—Fax items using your fax software. If you are using one of the fax applications that the PaperPort software supports, the icon for that application appears. If you are using another fax application, the icon will be a generic fax icon. You can select that fax application in the PaperPort Preferences dialog box. For more information on using the fax link, see chapter 3, “Using the HP LaserJet Companion.”
- **Word Processor**—Open items after the text is converted by your OCR software. The PaperPort software will create a link icon for each supported OCR application on your computer. You can then convert text directly to that application using the drag-and-drop techniques. For more information on using the word-processor link, see chapter 3, “Using the HP LaserJet Companion.”
- **Spreadsheet**—Displays the spreadsheet selected for the OCR software provided with the PaperPort software. Use this link when you want to convert a scanned spreadsheet into editable numbers and text. Like the word processor link, this link will process an item, convert the text and numbers, and then open the item in the selected spreadsheet application.
- **E-mail**—Send a PaperPort item as an attachment to an e-mail message. The Link Bar displays an e-mail icon for each supported e-mail application installed on your computer.
- **OCR**—If other OCR applications are installed on your computer, their icons will appear on the Link Bar. When you use an OCR link, the OCR application will ask what format to convert the file to. For more information on using the OCR link, see chapter 3, “Using the HP LaserJet Companion.”
- **Graphics (and other applications)**—The PaperPort software adds icons for other applications, such as graphics applications, to the Link Bar as needed.

Tip

For information about selecting the scanning options that will give the best results for items that you want to process with your OCR software, or send as e-mail or fax, see chapter 3, “Using the HP LaserJet Companion.”

Using Links

The steps for using links are similar regardless of the type of link.

To use links

- 1 Scan the item into the PaperPort software.
- 2 Drag the item onto the appropriate link icon on the Link Bar.
 - Or -
 - From the **File** menu, choose **Links** and select the appropriate link application from the **Links** submenu.
 - Or -
 - Select the item and click the link icon.
- 3 Continue using the linked application as described in its documentation.

Note

Some applications limit the number of pages that can be received from the PaperPort link. If you have trouble with large stacks of pages, try sending the pages in smaller batches.

Note

If you want to send a PaperPort item to someone who doesn't currently have the PaperPort software, you can attach the PaperPort Viewer software. For more information on the PaperPort Viewer software, see chapter 2, “Working in the PaperPort Software.”

Receiving PaperPort Files in E-mail

When you receive an e-mail message with an attached PaperPort file, you can view the attached file in one of the following ways, depending on your e-mail software:

- Double-click the attachment to display it.
- Press **Shift** and double-click the attachment to automatically run the PaperPort software and display the attachment.
- Save the attached file using your e-mail **Save** or **Save As** command, and then open the attachment in the PaperPort software.

Using TWAIN-Compatible Applications

With TWAIN, you can acquire a scanned item from a TWAIN-compatible application. You must follow the guidelines below to use TWAIN:

To use a TWAIN-compatible application

- 1 Install the TWAIN data source according to the manufacturer's instructions.
- 2 Select the TWAIN source from the **File/Select Source** menu of the TWAIN-compatible application.
- 3 Acquire the image by selecting **File/Acquire** from the TWAIN-compatible application.

Note

HP LaserJet Companion Settings that are changed in the process of performing a TWAIN scan will remain in effect for non-TWAIN sessions.

Setting Preferences for Links

Each link icon on the Link Bar has a set of preferences for customizing the way the link operates.

To set preferences for the Links

- 1 From the **Edit** menu, choose **Preferences**.
- Or -
Right-click the link icon, and choose **Preferences**.
Use the scrollbar to see the link icons on the list.
- 2 Click the icon you want to customize. The options in the Preferences dialog box will apply to the icon you selected.
- 3 Select the options for the link and click **OK**.

Note

Use the generic fax and word processor links to specify software that is not automatically supported by the PaperPort software. To use one of these links, click it and then assign the desired application's .EXE file to it.

Troubleshooting and Error Messages

Performing Basic Troubleshooting Steps

This chapter suggests steps to solve common problems you may encounter while using the HP LaserJet Companion and the PaperPort software. If your HP LaserJet Companion doesn't work properly, check the following items first:

- Is the power supply connected to the HP LaserJet Companion and plugged into an electrical outlet?
- Is the interface cable from the HP LaserJet Companion to the computer connected?
- Is the parallel cable from the HP LaserJet Companion to the printer connected?
- Are you using an IEEE-1284 compliant parallel cable? ("IEEE-1284" will be stamped on the cable.)
- Was the software installed properly?
- Are there any messages displayed on your computer?
- Are you able to print?
- Are you connected to an HP LaserJet 4-, 5-, or 6- series printer?
- Unplug the HP LaserJet Companion from its power source, and plug it back in.

For more information on installation and set up, see chapter 1, "Installing the HP LaserJet Companion Printer Accessory." If you have questions that you do not find the answers to in this chapter, see the HP service and support information in appendix B, "Warranty and Support Information."

Caution

The HP LaserJet Companion is not compatible with hardware security keys installed on the parallel port. These security keys are typically used with high-end design and architectural applications.

Installation Problems

Windows fails to restart.

If Windows fails to restart when you choose **Restart Windows** at the end of the installation, the installation has not been successful and the PaperPort software will not work. This includes cases in which the system “hangs” or “freezes” or exits to DOS. Reboot your computer, and then try running the installation program again. If the problem occurs again, quit Windows. Then, at the DOS prompt, change to the Windows System directory by typing `CD C:\WINDOWS`, and press **Enter**. Then type `PPUPDATE`, and press **Enter**. This completes the installation.

Note

The PaperPort software does not support Windows NT, OS/2, or Windows running under OS/2 (Win-OS/2).

HP LaserJet Companion Operation Problems

Unable to scan.

- Or -

HP LaserJet Companion communication problems.

If the HP LaserJet Companion is unable to scan, try the following:

- Ensure that the interface cable that was shipped with the HP LaserJet Companion is connected to your computer's parallel port and to the To PC connector on the HP LaserJet Companion.
- Unplug the HP LaserJet Companion's power supply from the surge protector and then plug it back in. You should hear a brief hum when you first plug it in. The HP LaserJet Companion does not have a power button or power indicator light; it is ready to scan when the power is connected.
- Ensure the parallel port is configured correctly. The parallel port mode is stored in your computer's CMOS memory and is accessible through the computer's Setup program. This program, which allows you to change your computer's CMOS settings, is activated on most computers by pressing a key such as **F2**, **F8**, or **Delete** when your computer is first powering on, but before Windows starts. As your computer is powering on, watch the screen for a message that gives the correct key to press to start the program. The message will likely read **Press <Key> for Setup**. Once the program is running, locate the section listing the mode of your computer's parallel port and make sure it is set to bi-directional, ECP, Enhanced, or PS/2. The parallel port should not be set to EPP, AT, or Standard. You can usually change the settings by scrolling using the **+** or **-** keys, arrow keys, or function keys.

Note

If you have problems locating or changing the setting, please refer to your computer's documentation on changing CMOS settings or to the *Guide to Changing the Parallel Port Mode in Setup* included with your HP LaserJet Companion.

- The HP LaserJet Companion requires a bi-directional or ECP compliant parallel port to communicate properly with your computer. Older computers may not have this type of port. If you have another parallel port on your computer, try attaching the interface cable to the other port. You can also purchase a bi-directional or ECP compliant port and install it on your computer.
- If you still encounter communication problems after verifying that the parallel port is configured for bi-directional communication, there might be a conflict with other software your computer. Because the HP LaserJet Companion shares the parallel port with printers and other devices, software that uses these devices must occasionally release the parallel port to allow other programs to use the port. If a program that uses the parallel port does not release it, then the HP LaserJet Companion software will be unable to communicate with the HP LaserJet Companion. Printer drivers and printer status monitors are automatically loaded by Windows at startup, and are often the cause of such conflicts. The README.TXT, which shipped with the HP LaserJet Companion, contains a list of software known to cause conflicts. For instructions on disabling conflicting software, see the HP LaserJet Companion README.TXT file located in the PaperPort Program group.

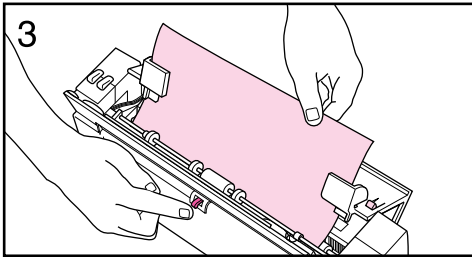
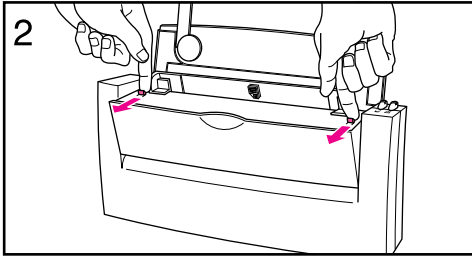
Stops in the middle of scanning.

The maximum scannable page length is 30 inches (76.2 cm). If the page is longer, scanning will stop at 30 inches (76.2 cm). Do not try to pull the page out because you may damage the HP LaserJet Companion. Press **To PC** to restart, and the rest of the page will be on a second page in the PaperPort software.

If you start or restart your computer while trying to make a direct copy, the scan will be interrupted. Reset the HP LaserJet Companion by first pressing **Form Feed** on your printer. Then clear the paper jam as described in "Removing Paper" on the next page. Then, rescan the item.

If you do not want to continue scanning, remove the page. For more information on clearing paper jams, see "Removing Paper" on the next page.

Removing Paper



The HP LaserJet Companion will not automatically stop when a page misfeeds or jams.

To remove paper

- 1 Press **To PC** or **To Printer** during a scan to stop the scan. If scanning more than one page, remove any additional pages from the paper tray.
- 2 Pull forward on the release levers and pull the cover forward.
- 3 With the cover open, push up and hold the paper-jam release lever on the back of the HP LaserJet Companion while pulling the document out.
- 4 Release the paper release lever. It will automatically reset.
- 5 Close the front cover, making sure that both release levers latch.

Scanned Image Quality and Appearance

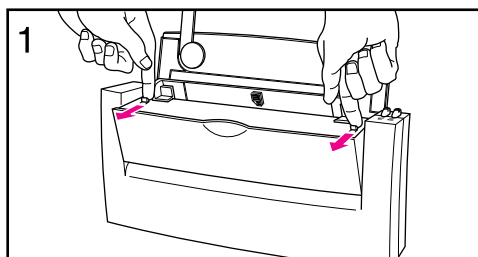
Scanned images are too light or too dark.

Adjust the brightness sensitivity in the PaperPort software settings. See “Adjusting Copy and Scan Quality” in chapter 3.

Scanned images have unwanted lines through them.

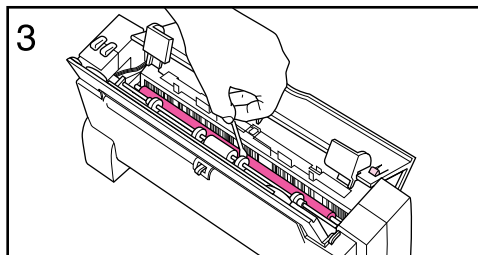
Recalibrate the HP LaserJet Companion to improve the image quality. For more information on recalibrating the HP LaserJet Companion, see “Recalibrating the HP LaserJet Companion” later in this chapter. If this does not eliminate unwanted lines, there may be ink, glue, corrective fluid, or some other substance on the HP LaserJet Companion’s image sensor. For more information on cleaning the HP LaserJet Companion, see “Cleaning the HP LaserJet Companion” on the next page.

Cleaning the HP LaserJet Companion

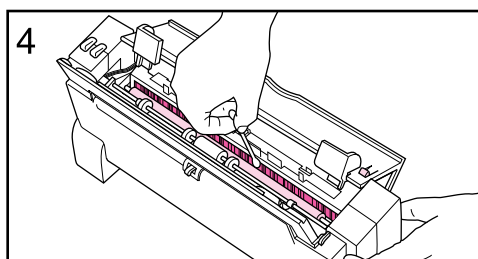


You might need to clean the HP LaserJet Companion after scanning approximately 10 pages of newsprint, if the ink on an item can be smudged with your hand, or if you scan items that have excessive amounts of dirt or dust on them.

To clean the roller and image sensor



- 1 Pull forward on the release levers and open the cover.
- 2 Dip a cotton swab in rubbing alcohol (pH7 or neutral pH) or glass cleaner.
- 3 Press either **To Printer** or **To PC** on the HP LaserJet Companion to rotate the roller, and wipe the white roller with the cotton swab.



- 4 Spray glass cleaner on a new cotton swab and clean the glass on the image sensor.

Caution

Do not spray cleaner or any other liquid directly on or into the HP LaserJet Companion as this will damage the HP LaserJet Companion.

Recalibrating the HP LaserJet Companion

Recalibrating the HP LaserJet Companion fine-tunes the amount of black and white that will appear on the scanned image. Your HP LaserJet Companion was calibrated at the factory. However, you may need to recalibrate the HP LaserJet Companion if you noticed that the item scanned to the computer has black or white lines running through them.

To recalibrate the HP LaserJet Companion

- 1 Clean the HP LaserJet Companion before recalibrating (see the “Cleaning the HP LaserJet Companion” section earlier in this chapter).
- 2 Click **Settings** on the PaperPort desktop tool bar.
- 3 Click **More**.
- 4 Click **Calibrate**. A message asks you to insert the paper and begin recalibrating the HP LaserJet Companion.
- 5 Tear out one of the perforated pages in the back of this manual and insert the perforated edge of the page into the HP LaserJet Companion.

Tip

If you no longer have the perforated sheets in the back of the manual, you can cut a sheet of blank, white paper to 8.6 inches (21.8 cm) by at least 6 inches (15.2 cm).

- 6 Click **OK**. The HP LaserJet Companion will pull the page through automatically, and recalibration will be complete.

Scanned text is not clear.

Perform the following steps to clear up the text:

- 1 Adjust the image brightness in the PaperPort software **Settings**.
- 2 Make sure that the scan mode is set to **Letter**.
- 3 Recalibrate the HP LaserJet Companion. For information on recalibrating the HP LaserJet Companion, see the “Recalibrating the HP LaserJet Companion” section earlier in this chapter.

Printing Problems

Direct copies will not print.

Verify the following:

- Power supply is working.
- Parallel and interface cables are working.
- Parallel cable is IEEE-1284 compliant (“IEEE-1284” will be stamped on the cable).
- Parallel and interface cables are connected to the correct ports.
- Both the HP LaserJet Companion and the printer are connected to power, and the printer is turned on.
- The HP LaserJet Companion is connected to the printer.
- Paper is in the printer.
- Printer is free of paper jams.
- Printer is ready to print (ready mode)—if not, refer to your printer user’s manual.

If you try to make a direct copy and the printer is out of paper, has a paper jam, or has some other condition that has sent the printer offline, then the scan will continue when you clear this condition.

If you try to make a direct copy and the printer is turned off, turn the printer on and press **To Printer** to resume the scan. If you press **To Printer** and there is not a printer connected to the HP LaserJet Companion, press **To PC** to send the scan to the computer.

If direct copies still do not print, reset the HP LaserJet Companion by disconnecting and reconnecting the power supply. If the problem persists, refer to the customer service information in appendix B, “Warranty and Support Information.”

Highlighted annotations are opaque when printed on HP LaserJet 4 printers.

The HP LaserJet 4 printer driver has two graphics modes: HP-GL/2 and Raster. For more information on changing the graphics mode to Raster in Windows, see the Windows documentation. For more information on changing the graphics mode to Raster in your printer driver, see the documentation that came with your printer.

Images are reduced in size.

If necessary, the PaperPort software automatically reduces the size of the image to fit it on the page. For example, if you scan an 8.5 by 11 inches (21.6 by 27.9 cm) page, then the image in PaperPort software will be 8.5 by 11 inches (21.6 by 27.9 cm) from edge to edge. However, most printers cannot print right up to the edge of the paper.

Images will not print.

The HP LaserJet Companion does not support network printers for direct copies. To make copies using the Direct Copy feature, the printer must be connected directly to the HP LaserJet Companion.

Make sure the HP LaserJet Companion is connected to a compatible printer. HP LaserJet Companion is designed to work with HP LaserJet 4-, 5-, and 6- series printers.

Make sure that the printer and the HP LaserJet Companion are plugged into a power strip outlet, and that the outlet is receiving power.

Paper in the printer is large enough to print the scanned item, but the image is printed on two pages.

The HP LaserJet Companion has a default of Letter (8.5 by 11 inches, 21.6 by 27.9 cm) or A4 size (8.5 by 14 inches, 21.6 by 35.6 cm) paper. Perform the following steps to change the default paper size:

- 1 Click **Settings** in the PaperPort software.
- 2 Click **More**.
- 3 Select the size that matches the size of paper in your printer.

Links in the PaperPort Software Do Not Appear

Application link does not appear on the PaperPort desktop.

If the link is to an e-mail application, see the “Missing E-mail Links” section later in this chapter for more information. If the link is to another type of application, go to appendix A to verify that the application is supported by the PaperPort software. If the application is supported, see the HP support information at the front of this manual to contact customer support.

Fax Problems

“Import Fax for WinFax PRO 4.0” does not appear in the File menu.

Check your WIN.INI file for the line `Fax Path=<path>` under the section `[winfax]`, and then check this path for the file STATUS.FTM. If either is missing, try reinstalling WinFax PRO.

Fax link doesn’t work.

In the PaperPort **Preferences** dialog box, click the **Fax** category and make sure that the correct fax driver is selected. With the correct fax driver selected, the fax software will start when you drop an item onto the Fax Link icon. If the fax software still does not start, try reinstalling it.

OCR Problems

Items lose their formatting or have strange formatting codes in them.

- Or -

The OCR link starts the wrong word processor.

You must configure the word-processor links. Specify the correct output word processor by choosing **Preferences** from the **Edit** menu and then selecting the word-processing icon under **Category**.

A high percentage of incorrect characters appears in an item that was converted with the OCR link.

The accuracy of the OCR link depends on the quality, size, and structure of the original document and on the quality of the scan itself. To obtain the best possible results when using the OCR link, choose a scan setting specific to text and do the following:

- Process only pages that have crisp, clear text. Letters that have gaps, that “bleed” along their edges, or that touch other letters will not work well with the OCR link. Note that underlining and text that is close to non-text items, such as graphics, will also degrade OCR results.
- Process only pages that contain 9-point text or larger.
- Adjust the **OCR, Fax Text** mode and adjust the sensitivity setting to get the densest, clearest letters without any “bleeding” along their edges. See “Adjusting Copy and Scan Quality” in chapter 3.
- Straighten pages either by rescanning the pages or by using the **Straighten Page** command.
- Scan images in 300 dpi rather than 150 dpi.

For more information on improving scan quality, see chapter 3 “Adjusting Copy and Scan Quality.”

Import and Export File Problems

Exported files expand in size when opened in a paint program.

Many paint programs ignore the dpi resolution information in BMP, PCX, and TIF files. These programs assume that the resolution of the file is the same as the current screen resolution. Because these files actually contain more information than the screen can display, they grow in size. The following are some possible solutions:

- Instead of using the Export command, you can open the item in Page View, copy the information, and then paste it into the program you want to use or into a new file in a paint program.
- You can also open the file in a graphics program that accurately reads the dpi resolution contained in the file.

Unable to import a file.

Check whether the file you want to import is saved in an appropriate format, such as BMP, PCX, or TIF. If it is none of these formats, select the file type you want and try importing the file again.

You can also try opening the file in a paint program and saving it as a BMP file under a new file name. Then try opening the new file in the PaperPort software.

Missing E-mail Links

Lotus Notes link icon does not appear.

The link to Lotus Notes requires the file NOTES.EXE. The path to this file must be typed in the LOTUS.INI file.

To make sure that the Lotus Notes icon appears, do the following:

- 1 Check that the file LOTUS.INI exists in your Windows directory. (If not, skip steps 2 and 3.)
- 2 Check this file for the line `Notes=<path>`.
- 3 Check this path for the NOTES.EXE file. If either is missing, try reinstalling your Notes client.
- 4 Check your WIN.INI file for the [Mail] section. Make sure that there is a key entry of `SMI=1`.

In some cases, Lotus Notes may be configured so that the PaperPort software cannot find the files SM1.DLL or NOTES.EXE. In MAXOPTS.INI (in the c:\PAPRPORT directory), add the following line in the section [Lotus Notes Mail Link] specifying the path to NOTES.EXE:

`AppFile=c:\NOTES\NOTE.EXE`

Lotus cc:Mail link icon does not appear.

Contact your e-mail system administrator. The link to Lotus cc:Mail requires a Lotus cc:Mail file called VIM (Virtual Interface for Messaging).

Note

VIM files were not shipped with Lotus cc:Mail versions prior to 2.0, but they can be downloaded from the cc:Mail forum on CompuServe and from the Lotus cc:Mail bulletin board service (BBS).

Check for the following:

- If the VIM files are installed but the cc:Mail link still does not appear, check your WIN.INI file for the line `SMI=1` in the section [Mail] and the entry `Program Path=<path>` in the section [cc:Mail].
- Check this directory for the presence of these VIM files: CCEDIT.DLL, CCUTIL.DLL, VIM.DLL, SMI.DLL, CCSMI.DLL, CHARSET.DLL, COMDLG.DLL, MAILENG.DLL, MEMAN.DLL, CDVIM.DLL, VERINFO, and README.TXT.

If any of these files are missing, then cc:Mail has not been properly installed in this directory. Try reinstalling it.

Microsoft Mail link icon does not appear.

The Microsoft Mail link requires the file MAPI.DLL. Check the following items to verify this file is in the correct place:

- Make sure that the path to this file, which is usually C:\MSMAIL, is included in the path statement in your AUTOEXEC.BAT file.
- The WIN.INI file must include the line `MAPI=1` in the [Mail] section.

Note

Installing Novell GroupWise will overwrite MAPI.DLL, making Microsoft Mail unavailable.

WordPerfect Office link icon does not appear.

To correct this problem, perform the following steps:

- 1 Make sure that the file WPC.INI in your Windows directory contains the line `WPOF=<path>\ofwin.exe` (where <path> represents the location of OFWIN.EXE) in the [AppServer] section.
- 2 Make sure that the file WIN.EXE is in the specified path. If it is not, check with your network or system administrator.

Note

If Novell GroupWise has been installed, the WordPerfect Office link will disappear. Novell GroupWise is an upgrade to the WordPerfect Office.

Da Vinci eMAIL link icon does not appear.

To correct this problem, perform the following steps:

- 1 From the **Edit** menu, choose **Preferences**. The PaperPort **Preferences** dialog box appears.
- 2 Click the **Da Vinci** icon in the **Category** area.
- 3 Type the path for the Da Vinci EMAINWIN.EXE file.
- 4 Run Da Vinci eMAIL at least once on your computer before running the PaperPort software so that the link icon appears.

Error Messages

When a problem occurs, an error message may be displayed which indicates the type of problem. This section explains what to do if you see one of these messages.

Message	Category	Recommended Action
An unsuccessful application exit has left Windows in an unstable state. You should restart Windows.	General	This can occur if your computer "hangs" or "crashes" while the PaperPort software is running, or if some other error occurs. Try restarting Windows. Although you can continue to work in Windows, you will not be able to scan or start the PaperPort software again until you restart Windows.
COMMUNICATION PROBLEM Error Code: XXX	General	The software has failed to communicate with the HP LaserJet Companion. Repeat the software action that generated the message. If the message occurs again, unplug the HP LaserJet Companion from its power source and plug it back in. If the message reoccurs, your computer's CMOS may not be configured for bi-directional parallel port communication. For more information on configuring your CMOS, see the "HP LaserJet Companion Operation Problems" section earlier in this chapter or the <i>Guide to Changing the Parallel Port Mode in Setup</i> included with your HP LaserJet Companion.
Not enough disk space.	Memory	The PaperPort software requires at least 8 MB of available disk space to be installed. After you select the PaperPort software and data directories, the installation program checks that your computer has enough available disk space. If you need more disk space, try deleting unnecessary files or archiving older data to floppy disks or some other medium.
One or more pixels could not be gain corrected. The remaining pixels were calibrated. You will likely see vertical streaks in scanned images.	General	The recalibration detected a non-correctable dark line. This could be caused by using lined paper for recalibration, or a contaminant may be obstructing the scanning element. Be sure to use clean white paper for recalibration. For cleaning instructions, see "Cleaning the HP LaserJet Companion" earlier in this chapter.
PaperPort cannot arrange your Desktop because system resources are low. Please close one or more applications and try again.	Desktop	Quit any other applications that are running. If there are any items in your Startup program group, remove them, restart Windows, and try again. Note that some applications do not release all the memory or resources that they use even when you exit them. Restarting Windows with no applications in your Startup group can give you maximum memory and resources.
PaperPort cannot create a calibration file. Your disk may be full or read-only.	General	Make sure that your hard disk is not full. The calibration file requires up to 100K of hard disk space. (Note that you should have at least 1 MB of free hard disk space to use the PaperPort software.) In addition, check that you have read/write access to the drive containing the PaperPort program directory.
PaperPort cannot paste because the clipboard image is larger than the current page.	General	The image that you have cut or copied to the Clipboard is larger than the item on which you are trying to paste. Try copying a smaller image to the Clipboard. If you have a large image to paste, divide it into sections and copy and paste each section in turn. When pasting to a PaperPort item, the PaperPort software enables you to position the paste precisely before committing it.

Message	Category	Recommended Action
PaperPort cannot read page <N> of the file <file name> because the page is damaged.	Disk and File	An item or a page in a stack can be damaged if your computer is shut down while the PaperPort software is running or if the PaperPort software is shut down in any way other than by a normal exit. Attempt to repair this file by running MAXFIX.EXE. Then follow the instructions on the screen.
PaperPort is out of available system memory. Please close some other application(s) and select Retry to proceed, or select Cancel to close PaperPort. There is not enough available memory to complete this operation. Please see PaperPort Help or the Troubleshooting section of your User's Guide. PaperPort cannot receive printed pages. System memory may be low. Try exiting from other applications.	Memory	These errors can be caused by low memory, insufficient system resources, or too few file handles. You should have at least 8 MB of available memory and 50% of your system resources. Note that your computer should have 8 MB of physical RAM (not virtual memory) to use the OCR link. To make more memory, resources, or file handles available, try the following: • Create a permanent swap file in the Virtual Memory section of the 386 Enhanced Control Panel. Use the size suggested in the dialog box. Make sure you have at least 20 MB of available space on the selected drive. • Quit any other applications that are running. If there are any items in your Startup program group, remove them and restart Windows. • If you are using a computer with less than 6 MB of physical memory, limit the SmartDrive cache for Windows to 256K or 128K. To do this, edit your AUTOEXEC.BAT file. Change the second number in the line <code>DEVICE=CKSMARTDRV . EXE to 256 or 128.</code> • Before Windows starts, check the amount of memory available by typing MEM at the DOS prompt. The largest executable program size should be at least 450K. If it isn't, see your DOS and Windows documentation for information about optimizing memory. • Try increasing by 20 the line FILES= in your CONFIG.SYS file to increase the number of file handles. Then restart your computer.
PaperPort cannot use the file <file name> because it is damaged. You can run MAXFIX.EXE to repair this file.	Disk and File	An item or a page in a stack can be damaged if your computer is shut down while the PaperPort software is running or if the PaperPort software is shut down in any way other than by a normal exit. Attempt to repair this file by running MAXFIX.EXE. Then follow the instructions on the screen.
PaperPort cannot use the link <link name> because it is either damaged or incompatible with the current software version.	Link	Try reinstalling the linked application. If the problem persists, contact HP to see if an update is available for the link.
PaperPort has detected that the support file MAXLINK.DLL has been overwritten by a recently installed link. Please install PaperPort again to install the correct MAXLINK.DLL.	Link	If you install a supported linked application that has an older version of MAXLINK.DLL, it may overwrite the newer version in the PaperPort directory. Reinstall the PaperPort software and the correct version of this file will be properly installed.
PaperPort is busy and cannot be closed right now. Please wait until the current operation has finished, or close all PaperPort dialog boxes and try again.	General	The PaperPort software is busy processing. Wait one or more minutes, and then try quitting the PaperPort software again.

Message	Category	Recommended Action
PaperPort is currently busy and cannot accept the printed item. Please close any open PaperPort dialog boxes before trying again.	General	Close any open PaperPort software dialog boxes and try again.
PaperPort is currently busy and cannot complete this operation. Please close any open PaperPort dialog boxes before trying again.	General	Close any open PaperPort software dialog boxes and try again.
Please specify the name of your Fax software before using the Fax link.	Link	You must select the fax software driver by choosing Preferences from the Edit menu, and under Category , select the Fax or generic fax icon.
The Desktop file is either damaged or missing. PaperPort will continue with a new Desktop.	Desktop	The desktop file contains information you need for accessing the items on the Desktop. If this file is damaged, you may be able to fix it with the MAXFIX utility. Run MAXFIX.EXE and then follow the instructions on the screen. The desktop file can be damaged if your computer is shut down while the PaperPort software is running or if the PaperPort software is shut down in any way other than by a normal exit. If the PaperPort software can restore the desktop file, it will continue normally. Otherwise, please contact HP Technical Support for help.
The image data being unpacked is damaged.	General	If you get this message while scanning, try scanning the item again. If you get this message while importing a file, the file may be damaged or there may be a disk error. You can run a disk diagnostic utility to investigate this or run MAXFIX.EXE. Then follow the instructions on the screen.
The calibration of exposure time failed.		The HP LaserJet Companion has failed a critical step in the recalibration process. Repeat the recalibration process. See "Recalibrating the HP LaserJet Companion" earlier in this chapter. If the message occurs again, the HP LaserJet Companion has failed and requires repair or replacement. See appendix B, "Warranty and Support Information."
The system is too busy to accept a page from your scanner. Please scan this page again.	General	Your computer was busy doing something else, so the HP LaserJet Companion could not communicate with the PaperPort software. In most cases, scanning again will succeed. If not, quit other applications and try scanning again.
This item contains one or more annotations that cannot be displayed by this version of PaperPort.	General	The item contains one or more annotations created by a later version of the PaperPort software than the one you are using. You can view all the annotations by upgrading your version of the PaperPort software. To upgrade, contact HP Customer Support (see appendix B).
Too many files were found. Please enter a different starting directory or file name and try the search again.	General	The PaperPort software found more files than it can display. Enter a different search criteria that will limit the search to a smaller number of files.
Your OCR software was not able to process the selected pages.	Link	This error can be caused by a low-memory condition or a problem with the OCR software. For more information about making more memory available, see the memory messages in this chapter.

Specifications

PaperPort Software Specifications

Input	
HP LaserJet Companion Printer Accessory	Optical resolution 300 dpi
Scanning modes	OCR, Fax text: 300 dots per inch (dpi), 1 bit per pixel (bpp), thresholded Fax drawing: 300 dpi, 1 bpp, dithered Business Card: 300 dpi, 4 bpp Sketch (line art): 150 dpi, 4 bpp Edit image: 150 dpi, 8 bpp Custom: 150 or 300 dpi; 1 bpp thresholded, 1 bpp ordered dithered, 1 bpp random dithered, 4 bpp, or 8 bpp
Print to the PaperPort Desktop	Up to 300 dpi x 300 dpi
Imported Images	Up to 2400 dpi x 2400 dpi
Output	
Supported printers	LaserJet 4-, 5-, or 6- series printers
Supported export/import formats	PaperPort for Windows, TIFF (multiple formats), multi-page PCX, DCX, GIF, BMP, and JPEG
Supported third-party applications (and minimum supported version levels)	Adobe Photoshop 2.5 and 3.0, Caere FaxMaster, Caere Omni Page Direct, Caere OmniPage LITE, Caere OmniPage Limited Edition, Caere OmniPage Pro, CompuServe Mail, Corel PhotoPaint, DaVinci eMAIL, Delrina WinFax, ExpressFax, FaxAbility, FaxMaster, Fax Sender, FaxWorks, Intel FaxAbility, Intel Proshare, KidPix, Lotus AmiPro, Lotus 1-2-3, Lotus cc:Mail, MS Word, MS Write, Netscape Navigator, Novell GroupWise, Novell Quatro Pro, PC Paintbrush, Phoenix Eclipse FAX, Proshare, Trio Datafax, UltraFax, WordPerfect, WordPerfect Office, WordStar, Zsoft
Maximums	
Number of pages per stack	2,500
Number of annotations per page	300
Length of item name	30 characters
Length of a scan page	30 inches (76.2 cm)

HP LaserJet Companion Hardware Specifications

Output	
Scanning Resolution	300 dpi
Item Sizes	
Maximum	8.5 x 30 inches (21.6 x 76.2 cm)
Minimum	2 x 3.5 inches (5.1 x 8.9 cm)
HP LaserJet Companion Dimensions	
Height	5.98 inches (15.2 cm) closed 7.13 inches (19.0 cm) paper tray open 13.19 inches (33.6 cm) paper tray open and paper supports extended
Width	3.62 inches (9.2 cm) closed 4.09 inches (10.4 cm) paper tray open 6.26 inches (15.9 cm) paper tray open and paper supports extended
Length	12.44 inches (31.6 cm)
Weight	3.31 pounds (1.5 kg)
Environment	
Scanning / Standby	50 to 104° F (10 to 40 C) 15% to 80% RH
Storage	32 to 140° F (0 to 60 C) 10% to 90% RH
Power Supply	
Available AC Adapter Inputs	120-127V (+6% / -10%), 60Hz (±2Hz) 220V (+6% / -10%), 50/60Hz (±2Hz) 230V (+6% / -10%), 50/60Hz (±2Hz) 240V (+6% / -10%), 50/60Hz (±2Hz)
AC Adapter Output	18Vdc, 730 mA
Operating Power	21 watts
Standby Power	4 watts

Product Safety Specifications

The product meets the following specifications:

UL 1950, Third Edition

CAN/CSA C22.2 No. 950-95

IEC 950:1991 + A1:1992 + A2:1993 + A3:1994

CENELEC EN 60950:1992 + Am1:1992 + Am2:1993 + Am3:1994

EMKO-TSE (74-SEC) 207/94

IEC 825-1:1996 (Class 1 LED)

CENELEC EN 60825-1:1994 (Class 1 LED)

NOM-019-SCFI-1993

German Noise Declaration

Gerauschemission	LpA 70 dB
	am Arbeitsplatz
	im Normalbetrieb
	nach DIN 45635 T. 19

Declaration of Conformity

according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name: Hewlett-Packard Company
Manufacturer's Address: 11311 Chinden Boulevard
Boise, Idaho 83714-1021, USA

declares that the product

Product Name: HP LaserJet Companion Printer Accessory
Model Number: C3989A
Product Options: ALL

conforms to the following Product Specifications:

Safety: IEC 950:1991+A1+A2+A3 / EN 60950:1992+A1+A2+A3
IEC 825-1 / EN 60825-1 (Class 1 LED)

EMC: CISPR-22:1993 / EN 55022:1994 class B
EN 50082-1:1992
IEC 801-2:1991 / prEN55024-2:1992- 3 kV CD, 8kV AD
IEC 801-3:1984 / prEN55024-3:1991- 3 V/m
IEC 801-1:1988 / prEN55024-4:1992- 1 kV Power Lines

IEC 1000-3-2:1995 / EN61000-3-2:1995
IEC 1000-3-3:1994 / EN61000-3.3:1995
FCC Title 47 CFR, Part 15 Class B / ICES-003, Issue 2
AS / NZS 3548:1992 / CISPR 22:1993 Class B

Supplementary Information:

The product herewith complies with the requirements of the following Directives and carries the CE-marking accordingly:
- the EMC Directive 89/336/EEC (inclusive 93/68/EEC)
- the Low Voltage Directives 73/23/EEC

The product was tested in a typical configuration with Hewlett-Packard Personal Computer and Test Systems.

For Compliance Information ONLY, contact:

Australia Contact: Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street,
Blackburn, Victoria 3130, Australia

European Contact: Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department
HQ-TRE/Standards Europe, Herrenberger Strasse 130, D-71034 Boblingen (FAX:
+49-7031-14-3143)

USA Contact: Product Relations Manager, Hewlett-Packard Company, P.O. Box 15 Mail Stop 160, Boise ID
83707-0015 (Phone: 208-396-6000)

Warranty and Support Information

Hewlett-Packard Limited Warranty Statement

HP LaserJet Companion Printer One-year limited warranty
Accessory

1. HP warrants to you, the end-user customer, that HP hardware, accessories and supplies, will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective.
2. HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software media which does not execute its programming instructions due to such defects.
3. HP does not warrant that the operation of HP products will be uninterrupted or error free. HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.
4. Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.
5. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS LIMITED TO THE DURATION OF THE EXPRESS WARRANTY SET FORTH ABOVE. Some states or provinces do not allow limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This warranty gives you specific legal rights and you might also have other rights that vary from state to state, or province to province.
6. THE REMEDIES IN THIS WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE. Some states or provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Worldwide HP Sales and Service Offices

Before calling an HP Sales and Service office, be sure to contact the appropriate Customer Support Center numbers listed in the front of this manual.

Argentina: Hewlett-Packard Argentina Montañeses 2140/50/60 1428 Buenos Aires Phone: (54 1) 787-7100 Fax: (54 1) 787-7213	Australia: Hewlett-Packard Australia Ltd. 31-41 Joseph Street Blackburn, VIC 3130 Phone: (61 3) 272-2895 Fax: (61) 3/898-7831 Hardware Repair Center and Extended Warranty Support: 131047 Customer Information Center: 131347	Before calling an HP Sales and Service office, be sure to contact the appropriate Customer Support Center number listed in the front of your manual.
Austria: Hewlett-Packard GmbH PO Box 72 Lieblgasse 1 A-1222 Wien Phone: (43) 1-25 000-0 Fax: (43) 1-25 000-444	Belgium: Hewlett-Packard Belgium SANV Boulevard de la Woluwe 100 Woluwedal B-1200 Bruxelles Phone: (32 2) 761-31-11 Fax: (32 2) 763-06-13	Brazil: Edisa Hewlett-Packard SA Av. Do Contorno, 6321 12° andar 30110-110—Belo Horizonte—MG Phone: (55 31) 221-8845 Fax: (55 31) 221-8836
Canada: Hewlett-Packard (Canada) Ltd. 17500 Trans Canada Highway South Service Road Kirkland, Québec H9J 2X8 Phone: (514) 697-4232 Fax: (514) 697-6941 Hewlett-Packard (Canada) Ltd. 5150 Spectrum Way Mississauga, Ontario L4W 5G1 Phone: (905) 206-4725 Fax: (905) 206-4739	China: China Hewlett-Packard Co. Ltd. Level 5, West Wing Office China World Trade Center No. 1, Jian Guo Men Wai Avenue Beijing 100004 Phone: (86 1) 505-3888, ext. 5450 Fax: (86 1) 505-1033 Hardware Repair Center and Extended Warranty Support: (8610) 6262-5666 ext. 6101/2 6261-4167	Czech Republic: Hewlett-Packard S.R.O. Novodvorská 82 CZ-14200 Praha 4 Phone: (42 2) 613 07 111 Fax: (42 2) 47 17 611
Denmark: Hewlett-Packard A/S Kongevejen 25 DK-3460 Birkerød Phone: (45 45) 99 10 00 Fax: (45 42) 81 58 10	Far East Region: Hewlett-Packard Asia Pacific Ltd. 17-21/F Shell Tower, Times Square 1 Matheson Street, Causeway Bay Hong Kong SAR Phone: (852) 2599-7777 Fax: (852) 2506-9244 Hardware Repair Center: (852) 2599-7000 Extended Warranty Support: (852) 2599-7000 Customer Information Center: (852) 2599-7066	Finland: Hewlett-Packard Oy Piispankalliontie 17 FIN-02200 Espoo Phone: (358 0) 887 21 Fax: (358 0) 887 2477
France: Hewlett-Packard France 42 Quai du Point du Jour F-92659 Boulogne Cedex Phone: (33) 146/10 17 00 Fax: (33) 146/10 17 05	Germany: Hewlett-Packard GmbH Herrenberger Strasse 130 71034 Böblingen Phone: 0180-5326222 0180-5258143 Fax: 0180 5316122	Greece: Hewlett-Packard Hellas 62, Kifissias Avenue GR-15125 Maroussi Phone: (30) (1) 68 96 411 Fax: (30 1) 68 96 508
Hungary: Hewlett-Packard Magyarország Erzsebet Kiralyne utja 1/c H-1146 Budapest Phone: (36 1) 122-7411 (36 1) 252-4505 Fax: (36 1) 122-3692	India: Hewlett-Packard India Ltd. Paharpur Business Centre 21 Nehru Place New Delhi 110 019 Phone: (91 11) 6472311 Fax: (91 11) 6461117 Hardware Repair Center and Extended Warranty Support: (011) 6425073	Italy: Hewlett-Packard Italiana SpA Via Giuseppe di Vittorio, 9 Cernusco Sul Naviglio I-20063 (Milano) Phone: (39 2) 92 12 1 Fax (39 2) 921 044 73

Japan: Hewlett-Packard Japan, Ltd. 3-29-21 Takaïdo-higashi Suginami-ku, Tokyo 168 Phone: (81 3) 3331-6111 Fax: (81 3) 3335-1478 Hardware Repair Center: 0473-55-6660	Korea: Hewlett-Packard Korea 25-12, SHP House Yoido-dong, Youngdeungpo-ku Seoul 150-010 Phone: (82 2) 769-0114 Fax: (82 2) 784-7084 Hardware Repair Center: (02) 3270-0710 Extended Warranty Support: (82 2) 3770-0365, 3770-0359	Latin American Headquarters: 5200 Blue Lagoon Drive Suite 950 Miami, FL 33126 U.S.A. Phone: (305) 267-4220
México, D.F.: Hewlett-Packard de México, SA de CV Prolongación Reforma No. 700 Lomas de Santa Fe 01210 México, DF Phone: (52 5) 326-4600 Fax: (52 5) 326-4274	México, Guadalajara: Hewlett-Packard de México, SA de CV Monte Morelos No. 299 Fracc. Loma Bonita 45060 Guadalajara, Jal. Phone: (52 3) 669-9302 Fax: (52 3) 669-9560	México Monterrey: Hewlett-Packard de México, S.A. de C.V. Batallón de San Patricio 111 Piso 23-Torre Comercial América Colonia del Valle 66269 Garza García, Nuevo León Phone: (52 8) 368-5100 Fax: (52 8) 356-7498
Middle East/Africa: ISB HP Response Center Hewlett-Packard SA Rue de Veyrot 39 P.O. Box 364 CH-1217 Meyrin - Geneva Switzerland Phone: (41) 22 780 41 11	Netherlands: Hewlett-Packard Nederland BV Startbaan 16 NL-1187 XR Amstelveen Postbox 667 NL-1180 AR Amstelveen Phone: (31 20) 547 69 11 Fax: (31 20) 547 77 55	New Zealand: Hewlett-Packard (NZ) Limited Ports of Auckland Building Princes Wharf, Quay Street PO Box 3860 Auckland Phone: (64 9) 356-6640 Fax: (64 9) 356-6620 Hardware Repair Center and Extended Warranty Support: 0800 733 547 Customer Information Center: 0800-651-651
Norway: Hewlett-Packard Norge A/S Postboks 60 Skøyen Drammensveien 169 N-0212 Oslo Phone: (47) 22 73 56 00 Fax: (47) 22 73 56 10	Poland: Hewlett-Packard Polska ul. Nowelska 6 PK-01-447 Warszawa Phone: (48) 22 375065 Fax: (48) 22 374783	Portugal: Hewlett-Packard Portugal Rua Gregório Lopes Lote 1732B P-1400 Lisboa Phone (351 1) 3017330 Fax: (351 1) 3017345
Russia: AO Hewlett-Packard Business Complex Building #2 129223, Moskva, Prospekt Mira VVC Phone: (7 095) 928-6885 Fax: (7 095) 974-7829	Singapore: H-P Singapore (Pte), Ltd. 150 Beach Road #29-00 Gateway West Singapore 0718 Phone: (65) 291-9088 Fax: (65) 292-7089 Hardware Repair Center and Customer Information Center: (65) 272-5300 Extended Warranty Support Contact: (65) 3743173	Spain: Hewlett-Packard Española, SA Carretera de la Coruña km 16.500 E-28230 Las Rozas, Madrid Phone: (34 1) 626 16 00 Fax (34 1) 626 18 30
Sweden: Hewlett-Packard Sverige AB Skalholtsgatan 9, Box 19 S-164 93 Kista Phone: (46 8) 444-2000 Fax: (46 8) 444-7781	Switzerland: Hewlett-Packard (Schweiz) AG In der Luberzen 29 CH-8902 Urdorf/Zürich Phone: (41) 1/753 71 11 Fax: (41) 1/753 77 00	Taiwan: Hewlett-Packard Taiwan Ltd. 8th Floor 337, Fu-Hsing North Road Taipei, 10483 Phone: (886 2) 712-0404 Fax: (886 2) 715-3107 Hardware Repair Center: 02-717-9673 (North Taiwan) 04-327-0153 (Central Taiwan) 080-733-733 (South Taiwan) Extended Warranty Support Contact: 080 211-666

Thailand: Hewlett-Packard (Thailand) Ltd. 11th Floor Pacific Place 140 Sukhumvit Road Bangkok 10110 Phone: (66 2) 254-6720 Fax: (66 2) 254-6731 Hardware Repair Center: (66 2) 661-3900/1/2 ext 6001 ext 6002 Extended Warranty Support Contact: (66 2) 661-3900/1/2 ext 5125 Customer Information Center: (66 2) 661-3900/1/2 ext 3232	Turkey: Hewlett-Packard Company Bilgisayar Ve Ölçüm Sistemleri AS 19 Mayıs Caddesi Nova Baran Plaza Kat: 12 80220 Sisli-Istanbul Phone: (90 212) 224 59 25 Fax: (90 212) 224 59 39	United Kingdom: Hewlett-Packard Ltd. Cain Road Bracknell Berkshire RG12 1HN Phone: 01 334 369222 Fax: 01 344 363344
Venezuela: Hewlett-Packard de Venezuela CA Los Ruices Norte 3A Transversal Edificio Segre Caracas 1071 Phone: (58 2) 239 42 44 Fax: (58 2) 239 30 80		

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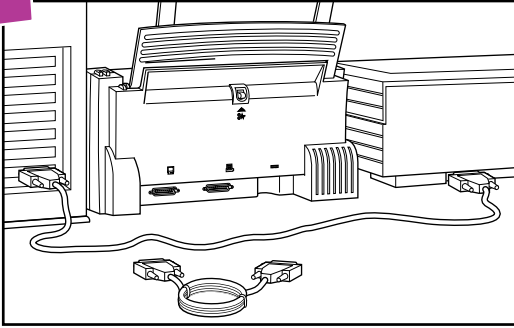
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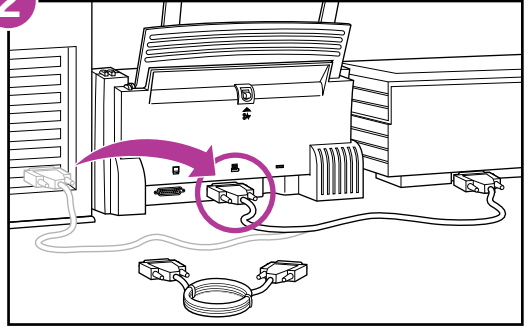
Quickstart Setup

Your HP LaserJet Companion goes between your computer and printer as shown here. Please read the complete installation instructions inside.

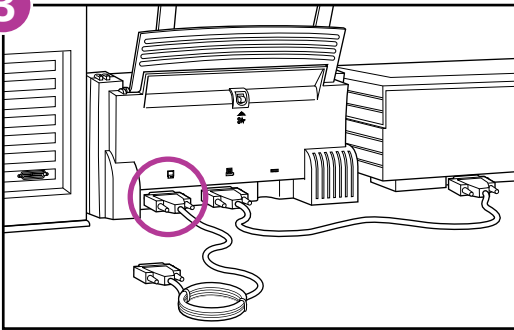
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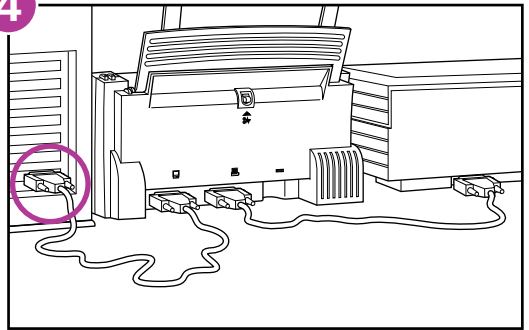
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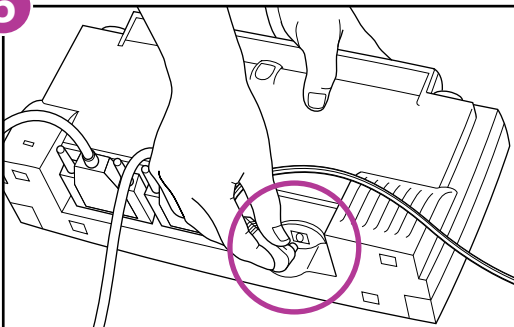
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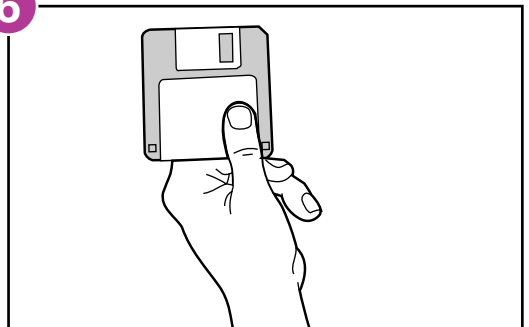
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C3989-90902